JERSEY

The Jersey Building & Allied Trades Employers' Federation

Passport to Safety Scheme

Guidance on the construction site safety awareness scheme

Foreword

The Passport to Safety Scheme

Accidents in construction and related industries regularly account for the highest number of accidents at work reported to the Social Security Department. On average they account for over 30% of all accidents yet the workforce in the industry only represents approximately 10% of the working population. Persons working in the industry are, therefore, at a far higher risk of suffering an accident than other occupations. They may also be exposed to significant risks to their health through exposure to substances such as asbestos, but the overall picture of work related ill health is difficult to quantify because of the progressive nature of many illnesses. The risks to health are, however, very real.

The Jersey Building and Allied Trades Employers' Federation is keen to see the industry's health and safety performance improve and has, therefore, sought to carry out a number of health and safety initiatives to achieve this aim. The Passport to Safety scheme is an initiative aimed at improving health and safety awareness in the industry.

The JBATEF would like to acknowledge the support and assistance that has been provided by everyone who has contributed to the introduction of the scheme, in particular the Jersey Council for Safety and Health at Work, the Health & Safety Inspectorate and Enterprise and Business Development, Economic Development. Members of the Federation are asked to support the scheme in making it a real contribution to improving the picture of health and safety in the industry.

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The Passport to Safety Scheme

The 'Passport to Safety' scheme is not an examination of an individual's competency: the intention of the scheme is to raise the awareness of persons to health and safety issues in construction. The scheme reflects the circumstances and legislation which is in place in Jersey and will, therefore, also provide individuals with practical guidance on local arrangements and procedures.

The scheme involves individuals taking an interactive computer test which can be taken at a number of locations. The test may be taken at three general occupation categories, Operative, Supervisor and Visitor, with the type and number of questions which have to be answered reflected in the category for which the test is taken.

The test is available in a number of languages, English, Portuguese and Polish, to enable persons from different nationalities who work in the industry to take the test in their preferred language. The questions that form the 'set' are identical in all three languages.

Persons who have successfully completed the test are provided with a card which can be shown to employers and contractors in control of construction sites. The Jersey Building and Allied Trades Employers' Federation will keep a central record of all cards that are issued.

The Test

Persons taking the test are required to answer a number of multiple choice questions by selecting one of three answers that are provided. Operatives are required to answer 37 questions, Supervisors 40 questions and Visitors 25 questions. The pass mark required to obtain a "Passport to Safety" card is 80%. The questions will be randomly drawn from those which are set out in this guidance and persons are therefore advised to study the 'question set' prior to taking the test.

There are 28 sections which form the 'question set'. After a brief introduction to each section reference is made to further guidance which will be of assistance to persons participating in the test. Full details of the guidance that is referred to are provided in the reference section to this document.

Naturally, the answers provided to the 'question set', whilst giving advice on the legal requirements for health and safety at work, should not be taken as authoritative or comprehensive; they do not take the place of the actual law and regulations. Copies of the law and regulations may be obtained from the States Bookshop, States Greffe, Morier House, Halkett Place, St Helier, or accessed through the Jersey Legal Information website www.jerseylegalinfo.je

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Section ONE

1

Overview of Key Health & Safety Law

Overview of Key Health and Safety Law

In order to satisfactorily answer the questions in this section you will need to be aware of health and safety legislation which is applicable to Jersey and also the key principles of health and safety at work.

Guidance is available in the following publication:
- ***Health and Safety in the Workplace - A General Guide***

1 **Who is responsible for health and safety on site?**
a. The Police
b. Site foreman
c. Everybody
Answer C
Everyone has a legal responsibility for their own and other persons' health and safety.

2 **Which is the biggest cause of site accidents?**
a. Lifting
b. Smoking
c. Drowning
Answer A
Manual handling is the major cause of injury for construction workers.

3 **What is a hazard?**
a. Anything which could potentially be harmful
b. Anything without a guard or guardrail
c. Anybody working without supervision
Answer A
The term hazard is used to describe anything which could be harmful.

4 **Who has a duty to work safely on site?**
a. Management
b. Everybody
c. Visitors
Answer B
Everyone has a legal duty to work safely.

5 **How far can Health and Safety Inspectors go to ensure safety?**
a. Close the canteen
b. Reprimand individuals
c. Stop the work
Answer C
Health and Safety Inspectors have the power to issue prohibition notices to stop work which could result in a serious risk of personal injury.

6 **If you notice something you believe to be unsafe, do you...**
a. Go home
b. Alert your supervisor
c. Fix it yourself and carry on working
Answer B
You are legally required to co-operate with your employer in assisting them to meet their legal requirements and should report anything which you do not believe to be safe.

7 **What is the main health and safety law in Jersey?**
a. Health & Safety at Work (Jersey) Law 1989
b. Watch your Back Act 1974
c. Easy Building (Jersey) Regulations 1994
Answer A
The Health and Safety at Work (Jersey) Law, 1989.

8 **What set of regulations deal principally with requirements for construction activities in Jersey?**
a. Building Made Simple Regulations 1996
b. Construction (Safety Provisions) (Jersey) Regulations 1970
c. Highways Regulations 1999
Answer B
The Construction (Safety Provisions) (Jersey) Regulations 1970.

9 **What health and safety document should employers bring to the notice of employees?**
a. Terms and conditions of employment
b. Health and Safety Policy
c. The scaffold register
Answer B
Employers with 5 or more employees are required to have a health and safety policy and bring it to the attention of their employees.

10 **The legal requirements for wearing personal protective equipment on site are set out in...**
a. Hard Hat (Jersey) Regulations 2003
b. Health and Safety at Work Construction (Personal Protective Equipment) (Jersey) Regulations 2002
c. Look Out Below Regulations 1989
Answer B
Health and Safety at Work (Construction) (Personal Protective Equipment) (Jersey) Regulations 2002.

11 **Cranes and other lifting appliances are subject to which Regulations?**
a. Lifting Made Easy Regulations 1998
b. Advanced Fork Lifting (Jersey) Regulations 1972
c. Cranes and Lifting Appliances (Jersey) Regulations 1978
Answer C
Cranes and Lifting Appliances (Jersey) Regulations 1978.

12 **The legal requirements for the use of electricity on sites are set out in...**
a. British Standard Code of Practice BS 45330: The safe distribution of electricity on construction sites and similar areas, paragraph 27 subsection 4a
b. Electricity at Work (Jersey) Regulations 1983
c. Sparks Act 1983
Answer B
Electricity at Work (Jersey) Regulations 1983.

13 **Which of the following sets out requirements for the safe use of lifting gear on construction sites?**
a. Jersey Cranes for Quicker Building Regulations 1998
b. Lifts Made Easy Act 1990
c. Chains, Ropes and Lifting Gear (Jersey) Regulations 1979
Answer C
Chains, Ropes and Lifting Gear (Jersey) Regulations 1979.

14 **The removal of asbestos insulation is controlled by the...**
a. Asbestos (Licensing) (Jersey) Regulations 1997
b. Danger in the Air Regulations 2003
c. Asbestos (the truth is out there) Regulations 1992
Answer A
Asbestos (Licensing)(Jersey)Regulations 1997.

15 **The safe use of machinery on construction sites is controlled by the...**
a. Machinery and Woodworking Machines (Jersey) Regulations 1967
b. Stop Splinters Now Regulations 1998
c. British Standard 49872: Safety of Machinery on construction sites and similar areas, paragraph 17 subsection 8k
Answer A
Machinery and Woodworking Machines (Jersey) Regulations 1967.

16 **Highly flammable liquids should be stored in accordance with the...**
a. Site rules for avoiding explosions
b. Highly Flammable Liquids (Jersey) Regulations 1979
c. Big Bang Theory 1972
Answer B
Highly Flammable Liquids (Jersey) Regulations 1979.

17 **The use and storage of liquefied petroleum gas in cylinders is controlled by the...**
a. Electricity at Work Regulations 2002
b. Storing Dangerous Stuff Act 1979
c. Liquefied Petroleum Gas (Jersey) Regulations 1984
Answer C
Liquefied Petroleum Gas (Jersey) Regulations 1984.

18 **Employers are required to be insured under the...**
a. Employers' Liability (Compulsory Insurance) (Jersey) Law 1973
b. Asbestos (Jersey) Law 1989
c. Accidents do happen (Jersey) Regulations 1970
Answer A
Employers' Liability (Compulsory Insurance) (Jersey) Law 1973.

19 **Whose health and safety is provided protection under the legal requirements for health and safety?**

a. Employees working on the site
b. Everybody working on the site
c. Everybody affected by the work being carried out

Answer C

Health and safety legislation provides protection for anyone who might be affected by the manner in which work is carried out.

20 **The public are not provided with protection under the legal requirements for health and safety.**

a. True
b. False
c. Only at weekends

Answer B

Health and safety legislation provides protection for members of the public who might be affected by the manner in which work is carried out.

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Section TWO

Responsibilities and Lines of Communication

2

Responsibilities and Lines of Communication

You will need to be aware of the key responsibilities for health and safety on construction sites in order to answer the questions contained in this section.

Guidance is available in the following publications:
- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 1***

1 **Who has responsibility for health and safety on construction sites?**
a. The main contractor
b. Everybody
c. Employers
Answer B
Everyone has a legal responsibility for their own and other persons health and safety.

2 **Who has the overall responsibility for ensuring that the work is carried out safely?**
a. The architect
b. The company with responsibility for the work
c. Me
Answer B
The overall responsibility for the work rests with the company carrying out the work.

3 **Self-employed contractors do not have any responsibility for their health and safety.**
a. True
b. False
c. Only if they work over 4 hours a day
Answer B
The self-employed have a legal responsibility for their own and others health and safety.

4 **Who should ensure that there is a co-ordinated approach to health and safety on a site where there is more than one contractor working?**
a. The person with overall responsibility for the site
b. The architect
c. The client
Answer A
The co-ordination of the approach to managing health and safety on the site must be carried out by those with overall responsibility for the site.

5 **Who should provide employees with instructions about health and safety?**
a Their employer
b. The clerk of works
c. The client
Answer A
An employer has prime responsibility for ensuring the health and safety at work of their employees.

Responsibilities and Lines of Communication

You will need to be aware of the key responsibilities for health and safety on construction sites in order to answer the questions contained in this section.

Guidance is available in the following publications:
- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part I***

1 **Who has responsibility for health and safety on construction sites?**
a. The main contractor
b. Everybody
c. Employers
Answer B
Everyone has a legal responsibility for their own and other persons health and safety.

2 **Who has the overall responsibility for ensuring that the work is carried out safely?**
a. The architect
b. The company with responsibility for the work
c. Me
Answer B
The overall responsibility for the work rests with the company carrying out the work.

3 **Self-employed contractors do not have any responsibility for their health and safety.**
a. True
b. False
c. Only if they work over 4 hours a day
Answer B
The self-employed have a legal responsibility for their own and others health and safety.

4 **Who should ensure that there is a co-ordinated approach to health and safety on a site where there is more than one contractor working?**
a. The person with overall responsibility for the site
b. The architect
c. The client
Answer A
The co-ordination of the approach to managing health and safety on the site must be carried out by those with overall responsibility for the site.

5 **Who should provide employees with instructions about health and safety?**
a Their employer
b. The clerk of works
c. The client
Answer A
An employer has prime responsibility for ensuring the health and safety at work of their employees.

6 **If I have not received instructions on how to carry out a job in a safe manner without risks to health, who should I approach?**

a. My employer
b. The client
c. The architect

Answer A

An employer has prime responsibility for ensuring their employees health and safety at work.

7 **Who is responsible for the training of employees?**

a. The safety supervisor
b. The site agent
c. Their employer

Answer C

An employer has prime responsibility for ensuring that their employees are provided with health and safety training.

8 **Employees have a legal responsibility for the health and safety of...**

a. Themselves
b. Others working on the site
c. Themselves and anybody else who may be affected by the way in which they carry out their work

Answer C

Employees have a legal responsibility to protect themselves and others.

9 **Under what regulations is a safety supervisor required to be appointed?**

a. Not My Fault Act 1989
b. The Construction (Safety Provisions) (Jersey) Regulations 1970
c. The Dangerous Cranes and Lifting Appliances (Jersey) Regulations 1978

Answer B

The Construction (Safety Provisions) (Jersey) Regulations 1970 require the appointment of a safety supervisor.

10 **What is the role of a safety supervisor?**

a. To be responsible for all safety on site
b. To advise their employer on the legal requirements and generally to supervise and promote the safety of the work
c. To complete the accident reports

Answer B

The role of a safety supervisor is to advise their employer on the legal requirements for health and safety and to generally supervise and promote the safety of the work.

11 **When is an employer required to appoint a safety supervisor?**

a. When the work starts on the site
b. When an employer has 5 or more employees
c. When an employer has more than 10 persons working on sites at any one time

Answer C

A safety supervisor is required to be appointed by contractors and employers where they normally employ 10 or more persons at one time on construction work.

12 **Where is the name of the safety supervisor required to be displayed if the work is expected to be longer than six weeks?**

a. In a position on the site where it can be easily read by operatives
b. In the accident record book kept in the site office
c. On a notice board in the main office of the employer

Answer A

The name of the appointed safety supervisor must be placed on display for the information of other persons on the site.

13 **What responsibility do sub contractors have for the health and safety of their employees on site?**

a. None: it is the main contractors who have total responsibility
b. They have to ensure, so far as is reasonably practicable, the health and safety of their employees
c. None: it is the site agent who has responsibility for all aspects of the work carried out on the site

Answer B

Sub-contractors, a term which is not found in health and safety law, have legal responsibilities as employers under the health and safety law.

14 **Who has responsibility for ensuring that the public are not exposed to risks to their health and safety?**

a. Everyone
b. The client
c. The architect

Answer A

Everyone has a responsibility to ensure that the manner in which they carry out work does not pose risks to the health and safety of others, including members of the public.

15 **From where can information on the safe use of products be obtained?**

a. The health and safety data sheet
b. The health and safety law
c. The architect

Answer A

The health and safety data sheet for the product will contain information on health and safety measures.

16 **Where should I obtain safety data sheets on products that are used?**

a. From the supplier of the product
b. From the internet
c. By contacting the Health and Safety Inspectorate

Answer A

The supplier of the product is legally required to provide adequate information for the product to be used safely and without risks to health.

17 **Who should all accidents and incidents be reported to?**

a. The Building Control Officer
b. My employer
c. The Health and Safety Inspector

Answer B

You should report any accident to your employer.

18 **Who should any concerns about health and safety be referred to?**

a. The main contractor
b. My employer
c. The architect

Answer B

You should report any concerns over health and safety to your employer.

19 **If I see something unsafe what should I do?**

a. Bring it to the attention of the persons affected and advise my employer
b. Don't do anything unless it affects my work
c. Accept it as a daily occurrence on a construction site

Answer A

You should advise persons affected of your concerns and advise your employer.

20 **Who should ensure that an investigation is carried out into all accidents and incidents that occur?**

a. Persons in control of the site
b. Employers
c. The Health and Safety Inspector

Answer B

Employers should carry out an investigation into all accidents and incidents that affect their employees.

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Section THREE

Overview of Risk Assessment and Accident Prevention

3

Overview of Risk Assessment and Accident Prevention

This section looks at the approach which, through the process of risk assessment, should be carried out in order to manage health and safety on sites.

Guidance is available in the following publication:
- ***Guidance on Risk Assessment.***

1 **What is the definition of a hazard?**
a. Anything that can cause harm
b. Scaffolding erected over a footpath
c. Ladders
Answer A
The term hazard is used to describe anything which could be harmful.

2 **What is the definition of a risk?**
a. Tripping over
b. Lifting a heavy weight
c. The chance that someone will be harmed by a hazard
Answer C
The term risk is used to describe the possibility of the hazard causing injury.

3 **Who should be protected from risks to their health and safety?**
a. Only persons working on the site
b. The public
c. Everyone who may be exposed to the hazard
Answer C
Measures should be put in place to control risks to anyone on site and members of the public who may be placed at risk.

4 **What should be done to ensure that risks are controlled?**
a. A regular review to ensure that controls that are put in place are working
b. A report should be sent to the Health and Safety Inspectorate
c. The site agent should check the accident book
Answer A
Risk assessments need to be regularly reviewed to reflect changing circumstances.

5 **Who should undertake risk assessments?**
a. The site agent
b. The main contractor
c. Everyone working on the site
Answer C
'Risk assessment' is not only the term used to describe a formal written assessment but also the manner in which assessments of health and safety hazards are carried out by everyone.

6 **Where can information on health hazards be found?**
a. Manufacturers' health and safety data sheets
b. The invoice sent by the supplier
c. The site notice board
Answer A
Information on health and safety hazards can be found on product health and safety data sheets.

7 **Why should accidents be investigated?**

a. To find out who to blame
b. To understand the reasons for the accident so that lessons can be learnt for the future
c. To identify from whom the injured person can claim compensation

Answer B

The prime reason for investigating accidents is to learn how similar accidents can be prevented in the future.

8 **Who should investigate accidents?**

a. The Health and Safety Inspectorate
b. Employers and the main contractor in control of the site
c. The client

Answer B

Both employers and those in control of the site should investigate accidents to identify how they could be prevented in the future.

9 **How can accidents be prevented?**

a. By complying with health and safety legislation
b. By waiting for the outcome of accident reports
c. Through reading the paper

Answer A

Health and Safety legislation sets minimum standards aimed at preventing accidents. The legislation has been introduced as a result of accident experience.

10 **What can be done following an accident?**

a. Review the controls that are in place and make improvements if possible
b. Nothing: accidents cannot be prevented
c. Tidy up the site

Answer A

It is important to find the causes of the accident and take precautions to prevent a similar accident occurring in the future.

11 **What should be carried out to ensure persons are aware of specific site hazards?**

a. Induction training
b. Get them to ask their colleagues
c. Provide them with a copy of the Regulations

Answer A

Many accidents are caused to persons when they start working on a site. Induction training assists them in understanding the hazards and precautions that are in place on site.

12 **When should induction training be carried out?**

a. When it is convenient
b. When a person first starts work on the site
c. On the first weekend after joining the site

Answer B

Induction training should take place when a person first starts work on the site.

13 **What should be included in a site induction?**

a. Information on the specific hazards on the site
b. The name of the client
c. The location of the nearest cafe

Answer A

An induction should identify the nature and location of hazards on the site.

14 **Which of the following is considered to be a high hazard activity?**
a. Carrying out scaffold inspections
b. Site meetings
c. Demolition
Answer C
Demolition: due to the risks created by demolishing the structure and working at heights.

15 **Who is considered to be at a higher risk of accidents on construction sites?**
a. Young and inexperienced workers
b. Clients
c. Older employees
Answer A
Young and inexperienced workers are at most risk on a site.

16 **Why is it important to consider the risks to health on a construction site?**
a. To complete the paperwork
b. The effects of health hazards may not be obvious
c. So that you can advise the client
Answer B
Health hazards are often unseen or not considered a problem but may lead to significant long term effects.

17 **Why should the perimeter of construction sites be fenced off?**
a. To prevent children gaining access to the site
b. To provide security for the equipment kept on the site
c. To prevent noise disturbance
Answer A
The site should be securely fenced to primarily prevent children gaining access.

18 **Who is in greatest danger from unauthorised entry to construction sites?**
a. Adults
b. Young children
c. Teenagers
Answer B
Young children as they are least likely to appreciate the dangers on a site.

19 **What should be done to ensure that knowledge of the risks to health and safety on a site is kept up to date?**
a. A regular review should be carried out
b. Read Cornerstone
c. Act on instructions from the Architect.
Answer A
Regular reviews should be carried out to ensure that the changing circumstances on sites are taken into account.

20 **What should be done to assist in the understanding of the presence of hazards on sites?**
a. The erection of safety signs in the area of the hazard
b. Place a list of hazards on the site at the entrance to the site
c. Give a copy of the regulations to all site operatives
Answer A
Signage may be used to help reinforce the presence of health and safety hazards.

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Section FOUR

The Role of Safety Representatives and Health & Safety Inspectors

4

The Role of Safety Representatives and Health and Safety Inspectors

In order to answer the questions in this section you will need to have an understanding of the roles of persons appointed to assist in the management of health and safety and the powers available to Health and Safety Inspectors.

Guidance is available in the following publications:
- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 1 and Part 10***

1 **What is the role of safety representatives?**
a. To assist employers in ensuring they meet health and safety requirements
b. To be responsible for health and safety in the workplace
c. To carry out inspections of scaffolding
Answer A
Safety representatives may be appointed by employers to assist them in managing health and safety on sites.

2 **Do safety representatives have to be appointed in Jersey?**
a. No
b. Yes
c. Only where there are 5 or more people employed
Answer A
There is no legal requirement to appoint safety representatives.

3 **What is the prime purpose of the Health and Safety Inspectorate?**
a. To investigate accidents
b. To prosecute companies
c. To seek to ensure that risks to health and safety at work are properly controlled
Answer C
The stated aim of the Inspectorate is to ensure that risks to health and safety are properly controlled.

4 **Under what law do Health and Safety Inspectors have legal powers?**
a. Health and Safety at Work (Jersey) Law 1989
b. Road Traffic (Jersey) Law 1993
c. Prevention of Cruelty to Animals Regulations 1975
Answer A
Health and Safety Inspectors appointed by the Minister for Social Security have legal powers under the Health and Safety at Work (Jersey) Law, 1989.

5 **Can Health and Safety Inspectors inspect any construction site where persons are employed?**
a. No, only where there are 5 or more persons on the site
b. Yes, at any reasonable time
c. Only when the client for the project is not the States
Answer B
Health and Safety Inspectors are able to visit sites at any reasonable time.

The Role of Safety Representatives and Health and Safety Inspectors

6 **Are Health and Safety Inspectors able to stop work?**

a. No
b. Yes, an Inspector is able to stop work where there is a risk of serious personal injury
c. Yes, where an Inspector is of the opinion that the law is not being met

Answer B

An Inspector is only able to stop work where, in their opinion, there is a risk of serious personal injury.

7 **Are Health and Safety Inspectors able to inspect scaffold registers?**

a. Yes, but only after an accident has occurred
b. Yes, but only if a written request from an Inspector is received in advance
c. Yes, Inspectors are able to inspect the scaffold register at all reasonable times

Answer C

Scaffold registers are required to be available for inspection at all reasonable times.

8 **The Health and Safety Inspectorate is able to provide information on health and safety.**

a. True
b. False
c. Only following an accident

Answer A

The Health and Safety Inspectorate is able to provide information and guidance on the legal requirements for health and safety on sites.

9 **Complaints about health and safety at work can be made to the Health and Safety Inspectorate.**

a. Yes
b. No
c. Only where the complaint affects a member of the public

Answer A

The Health and Safety Inspectorate investigates complaints which are made to it about health and safety arrangements on site.

10 **Is it part of the Health and Safety Inspectors role to assist injured persons in seeking compensation?**

a. No, that is a role for the individuals own legal advisors
b. Only if the accident has been investigated by an Inspector
c. Only where the person is an employee of the main contractor

Answer A

The Health and Safety Inspector is not able to represent an individual seeking compensation for an accident; the individual must seek such advice from their own legal representative.

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Section FIVE

5

Safe Access & Exits

Safe Access and Exits

In order to answer the questions in this section you will need to be aware of the responsibilities for ensuring safe access and egress to places of work and the legal and practical arrangements which should be in place.

Guidance is available in the following publications:

- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Parts 8 and 10***

1 **Whose responsibility is it to maintain a safe access to working places?**

a. The main contractor
b. The site safety supervisor
c. All persons working on site

Answer C

Everyone has a legal responsibility for their own and other persons health and safety.

2 **Who should ensure that a safe access to a working place is provided?**

a. The safety supervisor
b. The main contractor
c. Employees

Answer B

The main contractor with overall control of the site is responsible for ensuring that safe access is provided.

3 **What should be provided at every vehicular entrance and exit to a site?**

a. Good visibility and adequate lighting
b. A mirror
c. A white line

Answer A

Good visibility and adequate lighting must be provided at site entrances and exits.

4 **What is the best way of minimising the risks to site operatives from being struck by vehicles?**

a. Safety signs
b. Induction training
c. Segregating vehicles from pedestrians

Answer C

The protection of pedestrians from vehicles is best achieved by separating site, roadways and pedestrian walkways.

5 **Edge protection should be provided to edges where persons could fall.**

a. True
b. False
c. Only if more than 5 persons are working on the site at the same time

Answer A

Edge protection should be provided to all edges from where persons could fall.

6 **What should be provided over openings in floors?**
a. A sign should be placed alongside the hole
b. Fixed covers which are clearly marked
c. Orange netting
Answer B
It is a legal requirement that all openings in floors be covered by fixed covers which are clearly marked.

7 **Walkways on site should be kept…**
a. Clear and unobstructed
b. Kept clear unless site materials are being unloaded
c. For use by visitors to the site
Answer A
Any walkway must be kept free from any obstruction.

8 **Where access is provided inside a building…**
a. Walkways should be adequately lit
b. Yellow lines should be painted each side of the walkway
c. Lighting should be provided only if the work is carried out at night
Answer A
All walkways are legally required to be adequately lit.

9 **How should access routes be identified?**
a. By clear signposting
b. By marking on a plan placed on the site notice board
c. By instructing visitors to site on the legal requirements
Answer A
Signs should be provided to indicate access routes.

10 **The surface of roadways on the site should be…**
a. Maintained in a good condition at all times
b. Watered at all times
c. Provided with traffic bumps every 50 metres
Answer A
All roadways must be maintained in good condition to ensure that vehicles and their loads are safe.

JBATEF

Section SIX

Safety Signs

6

In order to answer the questions in this section you will need to be aware of standard safety signs which you will see on construction sites, and legally required signs.

Guidance is available in the following publications:

- ***Safety Signs and Signals***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 1***

1 **What sign denotes a first aid station?**

a. A red cross on a white background
b. A white cross on a green background
c. A green cross on a white background

Answer B

A white cross on a green background.

2 **What does a white exclamation mark on a blue background denote?**

a. Something is mandatory
b. Something is prohibited
c. Something is safe

Answer A

Something is mandatory.

3 **A green man running through a white doorway denotes...**

a. No running on site at any time
b. Emergency escape route
c. Public access route

Answer B

Emergency escape route.

4 **A black skull and crossbones in a black triangle on a yellow background denotes...**

a. Danger of death
b. Danger - hazardous materials
c. Danger - toxic materials

Answer C

Danger - toxic materials.

5 **What is the sign for harmful substances?**

a. Black cross in a black triangle on a yellow background
b. A black 'H' on a yellow background
c. Black flame on a yellow background

Answer A

Black cross in a black triangle on a yellow background.

6 **Which colour on a sign means you must not do something?**

a. Black
b. Blue
c. Red

Answer C

Red.

7 **Which type of safety sign indicates a warning?**

a. A triangular sign with black on a yellow background with black edging
b. A circular sign with blue on a red background
c. A circular sign with red on a black background

Answer A

A triangular sign with black on a yellow background with black edging.

8 **What information must be displayed on a site by a contractor who employs more than 10 people and the job is likely to take more than six weeks?**

a. A plan of the site
b. The name of the safety supervisor
c. The address of the contractor's office

Answer B

The name of the safety supervisor is legally required to be placed on display where the work is likely to last more than six weeks.

9 **What sign identifies that safety helmets must be worn?**

a. A picture of a white helmet on a blue background
b. A picture of a red helmet on a black background
c. A picture of a yellow helmet on a black background

Answer A

A picture of a white helmet on a blue background.

10 **What does the main colour blue on a safety sign mean?**

a. You must do it
b. It is advisory
c. It is a warning

Answer A

You must do it.

JBATEF

Section SEVEN

Temperature, Lighting, Housekeeping & Welfare

7

Temperature, Lighting, Housekeeping and Welfare

This section contains questions relating to working conditions and arrangements on site. You will need to be aware of the general requirements which will be affected by these issues.

Guidance is available in the following publications:
- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Parts 8 and 10***

1 **On an open site where work is being carried out the temperature is 2 degrees centigrade and it is raining. What should employees be provided with?**

a. Nothing
b. The work must be stopped
c. Weather proof clothing

Answer C

Employees should be provided with suitable clothing to enable them to work.

2 **It is a legal requirement that every working place on any construction site and any access to a place of work must be adequately and suitably lit. Whose responsibility is it to ensure this?**

a. The subcontractor working in the area
b. The main contractor
c. All contractors and employees

Answer C

Everyone has a legal responsibility for their own and other persons health and safety.

3 **Who is responsible for keeping the workplace reasonably tidy and free?**

a. The architect or design engineer
b. The main contractor in control of the work
c. Everybody

Answer C

Everyone has a legal responsibility for their own and other persons health and safety.

4 **What welfare facilities should be provided on construction sites?**

a. One portable toilet
b. Adequate toilet and washing facilities and dry accommodation for rest breaks
c. Two portable toilets

Answer B

Adequate welfare facilities should be provided on sites.

5 **What arrangements should be made on site for access to toilet and washing facilities?**

a. Employees should make use of whatever is available
b. Signs should be erected to identify the nearest public convenience
c. Adequate facilities should be provided on the site

Answer C

Adequate facilities should be provided on the site.

6 **Hot and cold running water should be provided on site...**

a. When the temperature is below 10 degrees centigrade
b. To allow site workers to wash their face, hands and forearms
c. For cleaning the windows of the new building

Answer B

It is important that site workers have access to hot and cold running water at all times.

7 **What arrangements should be made for drinks to be provided on site?**

a. A coffee and tea machine in the canteen
b. Beer and lager should be provided for the topping out ceremony
c. Drinking water and cups

Answer C

Arrangements should be made to provide drinking water and cups on site.

8 **Who should provide facilities for site workers to make hot drinks and prepare food?**

a. The main contractor in control of the site
b. Sub-contractors
c. The site safety supervisor

Answer A

The main contractor in overall control of the site should make arrangements to provide site welfare facilities.

9 **You see an obstruction on a walkway should you…**

a. Remove it
b. Step over it
c. Complain about it

Answer A

Remove it to prevent it becoming a tripping hazard for others.

10 **After use, wet weather clothing should be…**

a. Put back in the site office
b. Hung up to dry
c. Left in a convenient place on the site

Answer B

All wet weather clothing should be hung up to dry for reuse at a later time.

JBATEF

Section EIGHT

8

Slips, Trips & Falls

Slips, Trips and Falls

Slips, trips and falls are some of the most frequent causes of accidents. In order to answer this section you will need to have a general awareness of the causes of trips, slips and falls and the legal requirements which require sites to be kept free from tripping hazards.

Guidance is available in the following publications:

- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 8***
- ***Guidance on the Electricity at Work (Jersey) Regulations 1983***

1 **Which of the following is most likely to prevent accidents from trips, slips and falls?**

a. Putting up warning signs
b. Wearing the correct PPE
c. Keeping the site tidy and properly maintained

Answer C

Many accidents can be prevented by clearing up the site on a regular basis and removing anything which could cause a tripping hazard.

2 **If you slip and injure yourself at work, who should report it?**

a. You
b. Any witnesses
c. The foreman

Answer A

Persons who sustain accidents at work should make sure that it is recorded in the site accident book.

3 **Oil is spilt on site, do you…**

a. Cover the area with sawdust
b. Secure the area and inform the foreman
c. Carry on, oil will soak into the ground

Answer B

If oil is accidentally spilt, action should be taken to contain the spill and the site foreman immediately informed.

4 **You have to run a hose over exposed ground, should you…**

a. Make sure it does not cause a tripping hazard
b. Tell your mates to watch out
c. Do nothing, everybody is responsible for preventing accidents

Answer A

You should ensure that the hose is covered or routed safely to prevent it becoming a tripping hazard.

5 **Which is the best way to stop people falling off a low pitch roof?**

a. Tie yourself on with rope or an arrest harness
b. Run red and white tape around the edge, warning of the danger
c. Erect a proper scaffold at eaves' height with toe boards and guard rails

Answer C

It is a legal requirement for edge protection to be provided where a person can fall a distance greater than 6'-6". The best form of edge protection is a scaffold erected at eaves height.

6 **Slips, trips and falls are…**

a. One of those things when working on a site
b. Normally avoidable if you are careful
c. The largest causes of serious accidents and death on building sites

Answer C

Persons falling from heights is one of the largest causes of serious accidents on construction sites. These accidents can be prevented by ensuring that the legal requirements are followed.

7 **How can accidents from slips trips and falls be prevented?**

a. Display plenty of warning signs
b. Provide sufficient supplies of personal protective equipment
c. Ensure that the site is kept reasonably tidy and cleared regularly

Answer C

Accidents from slips, trips and falls can be prevented by ensuring that temporary storage areas are provided and the site is kept free from rubbish.

8 **Electrical cables should be…**

a. Run across walkways so they can be seen
b. Be positioned and protected so that they do not form a tripping hazard
c. Marked with yellow and black diagonal stripes when they are run across a walkway

Answer B

Electrical cables must be protected or safely routed in order to ensure that they do not create a tripping or electrical hazard.

9 **Site materials should be stored on sites…**

a. In designated storage areas where they do not cause an obstruction
b. Where it is convenient
c. Where there is space

Answer A

All materials should be stored and stacked safely in clearly identified areas.

10 **Emergency escape routes, in an existing building being refurbished, should be…**

a. Kept clear and unobstructed at all times
b. May be used as storage areas at weekends and evenings
c. Do not need to be maintained when construction work takes place

Answer A

Emergency escape routes must be kept clear and unobstructed at all times in order to ensure that they can be easily used if necessary.

JBATEF

Section NINE

Using Display Screen Equipment

9

Using Display Screen Equipment

Computers, which are also referred to as display screen equipment, are increasingly used in site offices as an aid to site supervisory staff to access and record information and for correspondence. The risks associated with the use of computers are mainly associated with ergonomics – the manner in which the arrangements for using the computer are provided and set up. In order to answer the questions in this section you need to be aware of the guidance contained in the Approved Code of Practice for the use of Display Screen Equipment at Work.

Guidance is available in the following publications:

- ***Health and Safety in the Workplace - A General Guide***
- ***The Display Screen Equipment at Work Approved Code of Practice***

1 **What document sets out the standard for the use of computers in Jersey?**

a. PC World catalogue
b. Internet users' guide 2004
c. The Display Screen Equipment at Work Approved Code of Practice

Answer C

Practical guidance for the use of computers is set out in the Display Screen Equipment at Work Approved Code of Practice.

2 **Persons working in offices on construction sites are subject to the Display Screen Equipment Approved Code of Practice.**

a. True
b. False
c. Only where the project lasts longer than 6 weeks

Answer A

The Display Screen Equipment Approved Code of Practice applies to all working situations.

3 **What does the term workstation refer to?**

a. A computer
b. A computer and a chair
c. The computer and associated equipment, the furniture and the working environment in which it is used

Answer C

The approach to the use of computers requires an assessment of the working arrangements which includes all equipment provided for using the computer and working environment.

4 **What should be carried out for every user of computers?**

a. An assessment of the health and safety risks posed by their workstation
b. A test to determine how fast they can type
c. The provision of instructions on where the user manual is kept

Answer A

A written health and safety assessment should be carried out for all users of computers.

5 **What risks are associated with the use of computers?**

a. Musculoskeletal problems
b. Respiratory problems
c. Loss of hearing

Answer A

The major risks associated with the use of computers are musculoskeletal problems caused by poor posture and repetitive use of equipment.

6 **When using a computer, the top of the screen should be level with...**

a. Your neck
b. The window sill
c. Your eyes

Answer C

The arrangements for working with computers need to assessed for each individual, but in general the top of the screen should be level with the users eyes.

7 **You experience backache when using the computer, should you...**

a. Stop work and go to the doctor immediately
b. Place a cushion in the small of your back
c. Inform your supervisor; there may have to be changes made to the workstation set up

Answer C

If you experience problems when using a computer you should inform your supervisor who should arrange for a reassessment of the work station to take place.

8 **Which is the best type of chair for working on a computer for any length of time?**

a. A leather one
b. One with arms and which supports you the best
c. One specifically designed for the purpose

Answer C

Chairs provided as part of the workstation set up should be capable of being adjusted to suit the user.

9 **Regular computer work entitles you to which of the following, on request?**

a. Eye tests
b. 2 days extra holiday
c. A car parking space

Answer A

Computer users are entitled to ask their employer for an eye sight test.

10 **What should you do if there are reflections and glare on the computer screen?**

a. Wear sunglasses
b. Turn the computer off
c. Report the fault to the site supervisor.

Answer C

Any faults which you identify should be referred to the supervisor who will take action to remedy the problem.

JBATEF

Section TEN

10

Reporting Failures & Defects

Reporting Failures and Defects

It is important that all failings in arrangements, and defects that are found, that may affect the health and safety of persons, are promptly reported in order that they can be corrected. Individuals are legally required to co-operate to assist in ensuring that the workplace is kept safe and without risks to health.

Guidance is available in the following publications:

- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part I***
- ***Guidance on the Electricity at Work (Jersey) Regulations 1983***
- ***Guidance on the Construction (Personal Protective Equipment) (Jersey) Regulations 2002***
- ***Guidance on the Cranes and Lifting Appliances (Jersey) Regulations 1978***
- ***The Safe Use of Rider operated Lift Trucks Approved Code of Practice***

1 **Who is responsible for reporting failures and defects?**

a. The architect
b. Everybody
c. The foreman

Answer B

Everyone has a legal responsibility for their own and other persons health and safety.

2 **A new piece of equipment arrives but appears to be faulty, do you…**

a. Leave it in its box to be returned to the store
b. Ring the manufacturer
c. Inform your supervisor

Answer C

It is a legal requirement that you cooperate with your employer to assist them in meeting the legal duties placed on them. You should, therefore, inform your supervisor if you believe that an item of equipment is faulty.

3 **A piece of rope is frayed, do you…**

a. Take it to your supervisor immediately
b. Tape it up using duct tape or similar
c. Bring the matter up at the next site meeting

Answer A

Ropes on site may be used for a variety of purposes including lifting. Undertaking repairs yourself could result in a fault being covered up and result in you not meeting your legal requirements. You should therefore take the rope to your supervisor and report the failure.

4 **If a machine appears to be leaking oil do you…**

a. Put a warning sign on it so people don't ruin their clothes
b. Immobilise the vehicle and inform the supervisor immediately
c. Top the oil up; low oil levels can be harmful to the machine

Answer B

Oil leaking from a machine is an indication there is a problem which could pose a health and safety risk. The vehicle should be immobilised and the fault reported to your supervisor.

5 **What is the purpose of reporting failures and defects?**

a. To prevent the chance of any unnecessary accidents occurring
b. To keep the site safety supervisor happy
c. To ensure that there is always the latest equipment to work with

Answer A

The prime purpose of reporting failures and defects is to prevent accidents and potential risks to health.

6 **The guard is missing from an angle grinder you need to use, do you…**

a. Carry on working but use extreme caution
b. Note the make and model number and call the stores for an urgent replacement
c. Take the tool to your supervisor immediately

Answer C

Using an angle grinder without the guard places you at considerable risk of injury and would result in you not meeting your legal requirements. The machine should be taken to your supervisor immediately.

7 **A hand held electric circular saw keeps stopping as it is being used, do you…**

a. Take it out of use immediately, label it and report the matter to your supervisor
b. Dismantle the electrical connection to examine the wiring
c. Put it back in the store and lock it away

Answer A

An intermittent fault on a machine indicates that there is a problem with the electrical connections. In order to be safe and ensure that you are meeting your legal requirements, you should take the machine out of use immediately and report the fault to your supervisor.

8 **You notice that a nail has been used as the supporting pin for an adjustable prop, should you…**

a. Report it immediately to the site supervisor
b. Replace the nail with a 6" woodscrew
c. Discuss it with the site safety supervisor next time you see them

Answer A

Supporting pins for adjustable props are specifically designed for the loads which are to be supported by the prop. Nails must not be used as a replacement as they may lead to a failure of the prop. They could also result in injury to anyone passing by the prop who comes into contact with the nail. In order to ensure that you are meeting your own legal requirements you should immediately report the defect to your supervisor.

9 **A subcontractor is using an electrical lead which has been damaged revealing the inner wires. Do you...**

a. Tell him and report it to the site supervisor
b. Provide him with insulating tape to cover the damaged section
c. Make sure the cable does not trail through a puddle

Answer A

You should tell the person using the electrical lead to disconnect the lead immediately and report the matter to the site supervisor. This will help to ensure that you are meeting your own legal requirements and reduce the potential for a serious incident.

10 **You notice a guard rail is missing from a scaffold, do you…**

a. Contact the site safety supervisor
b. Report it to the site supervisor
c. Tell the scaffolder next time you see him

Answer B

Falls from height result in serious injuries to site workers. You should tell your site supervisor if you see any missing components from any scaffold in order that action can be taken to replace the component and ensure that you are meeting your own legal requirements.

11 **You see someone not wearing hearing protection whilst using very loud equipment should you…**

a. Tell them and report it to the site supervisor
b. Put hearing protection on yourself
c. Stop the equipment being used

Answer A

Exposure to noise at work can result in loss of hearing. Operators of loud equipment and persons working in the area where loud equipment is being used must wear ear protection. If you see that persons are not wearing ear protection, tell them and report the matter to the site supervisor. This will help to ensure that you are meeting your own legal requirements.

12 **The eye protection that you have been provided with is cracked, what should you do?**

a. Take it off and carry on working
b. Return the eye protectors to the store and obtain a new pair
c. Repair the crack with tape

Answer B

Any item of personal protective equipment will not provide the protection that is necessary if it is damaged, even slightly. You should therefore return the eye protectors to the store and obtain a new pair. This will ensure that you are provided with the necessary protection to carry out your work and help you to meet your own legal requirements.

13 **You are about to use a ladder and see that a rung is missing, do you…**

a. Report it after you have used it.
b. Do not use it and report it immediately to the site supervisor
c. Attempt to mend it.

Answer B

Missing or defective rungs on ladders, at any point of the ladder, can lead to serious injuries to persons attempting to use the ladder. You should not use it and should immediately report the defect to your site supervisor in order to ensure your own safety and that you are meeting the legal requirements placed on you.

14 **A hole in the concrete slab has been uncovered through which you can see the floor 3 metres below, should you…**

a. Put a piece of polythene over it
b. Make sure that no one goes near it and report it immediately to the site supervisor
c. Tell others that you see about it

Answer B

Falls from heights of 3 metres can lead to serious or fatal accidents. In order to ensure that no one has an accident, and to make sure you are meeting your own legal requirements, you should make sure that no one goes near the hole and report the problem to the site supervisor.

15 **Everybody on site is responsible for reporting any defect that they see.**

a. False
b. True
c. Only operatives who are working on site for more than 3 days

Answer B

Everyone has a legal responsibility for their own and other persons health and safety.

16 **A telescopic material handler is being driven too fast on site, do you...**

a. Jump in the way and wave your hands at the driver
b. Take a note of the number so that you can inform the site safety supervisor
c. Report it to the site supervisor immediately

Answer C

You should take care not to place yourself at risk of being struck by the vehicle and immediately report the matter to your site supervisor. This will assist in ensuring safety and meeting your own legal requirements.

17 **A person is standing on a pallet board being lifted by a fork lift truck, should you…**

a. If possible, tell the driver and report it to the site supervisor
b. Get the first aider
c. Ignore it as it happens all the time

Answer A

The lifting of persons on a pallet board on the forks of a fork lift truck is not permitted as it places the person at considerable risk of falling from the pallet board or being trapped in the lifting chains and moving parts of the lifting mechanism. If possible, you should tell the driver and immediately report the matter to your site supervisor. This will help to prevent a potentially serious accident and help to ensure that you are meeting your own legal requirements.

18 **You find a guard to a saw bench which was used on the site but has now been removed, do you…**

a. Put the guard in the store
b. Advise the site supervisor and give him the guard
c. Nail the guard to the site office

Answer B

Guards on saw benches are legally required to be fitted at all times that the machine is in use. You should advise the site supervisor and give him the guard in order that the reason for the guard being left on the site can be identified.

19 **You hear an alarm from a tower crane whilst it is being used for moving material, do you…**

a. Ignore it as the driver must be testing the alarm
b. Report it to the site supervisor
c. Take care not to walk under the load

Answer B

The alarm may be sounding as a result of the crane being overloaded. You should report it to your site supervisor.

20 **The reversing bleeper to the site vehicle that you are driving is not working, should you…**

a. Carry on driving it until you see the site safety supervisor
b. Shout when you are reversing
c. Stop driving and report it to the site supervisor

Answer C

Reversing bleepers are useful in letting people in the vicinity know that the vehicle is reversing. You should therefore stop driving the vehicle and report the defect to the site supervisor to ensure that you are meeting your own legal requirements.

JBATEF

Section ELEVEN

11

Working at Height and Falls from Height

Working at Height and Falls from Height

Accidents to persons involving falls from height can result in serious and permanent injury or death. The risks associated with working at heights have therefore resulted in very detailed legal requirements to reduce these risks. You will need to be familiar with these detailed requirements in order to answer the questions in this section.

Guidance is available in the following publication:
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 10***

1 **How can you prevent falls from heights?**
a. By assessing the job properly and providing a safe means of access and working place
b. By using wooden ladders which are footed
c. By using safety harnesses
Answer A
An assessment should be carried out prior to any work being carried out at heights in order to ensure that a safe means of access and working place is provided.

2 **When is a report of thorough examination for a scaffold required to be provided?**
a. When requested by the site safety supervisor
b. Following a request from the quantity surveyor
c. After the scaffold has been erected and prior to being used
Answer C
All scaffolds should be thoroughly examined after erection and prior to being used with a report of the thorough examination legally required for any scaffold from which it is possible to fall more than 10'-0".

3 **What scaffolds are legally required to be inspected once every seven days?**
a. Scaffolds from which it is possible to fall 10'- 0" or more
b. Scaffolds used for decorating
c. Scaffolds used for bricklaying
Answer A
It is a legal requirement for all scaffolds from which it is possible or fall 10'-0" of more to be inspected at least once every seven days.

4 **At what height is it required to provide guard rails and toe boards on a scaffold?**
a. 6'-6"
b. 5'-0"
c. 7'-0"
Answer A
Guard rails and toe boards are legally required to be provided to working platforms of scaffolds where it possible to fall a distance greater than 6'-6".

5 **What is the minimum height a guard rail is legally required to be erected to scaffold platforms from which it is possible to fall a height more than 6′-6″?**

a. 4′-0″
b. Between 3′-0″ and 3′-9″
c. 2′-9″

Answer B

Guard rails to working platforms of scaffolds are legally required to be erected at a height of between 3′-0″ and 3′- 9″.

6 **What must be provided on scaffolds that have been left partly erected or dismantled?**

a. Warning notices stating that the scaffold should not be used
b. A yellow and black diagonal striped tape across the access
c. The name of the scaffold contractor should be placed on a sign attached to the scaffold

Answer A

Warning notices should be fixed to a scaffold which is not complete or which has been left partly dismantled.

7 **Who should erect tower scaffolds?**

a. The main contractor
b. Only persons who have been trained and are competent
c. The site safety supervisor

Answer B

Only trained competent persons who are aware of the legal requirements for scaffolding should be permitted to erect tower scaffolds.

8 **When should the use of a safety harness be considered?**

a. Where it is not practicable to provide guard rails etc.
b. If the work is carried out at the weekend
c. Where the scaffolding company is not available

Answer A

The use of safety harnesses should only be considered as part of a safe system of work when it is not practicable to provide fixed guard rails or similar physical safeguards.

9 **What must be provided when working on corrugated asbestos roofs?**

a. Suitable crawling ladders or boards
b. Careful instructions that persons must only step on the roof bolts
c. A plan showing the approximate position of the roof purlins

Answer A

Corrugated asbestos roof sheets will break under a persons weight. It is a legal requirement to provide suitable crawling ladders or boards when working on this type of roof.

10 **When working within 2 metres of the edge of a flat roof, what should be erected?**

a. A sign saying 'beware of the edge'
b. A guard rail and toe board
c. Orange netting

Answer B

Signage or orange netting is not sufficient to meet the legal requirement for edge protection. A guard rail or toe board is legally required to be provided to the edge of the flat roof.

11 **Boards have been removed from the working platform to a scaffold, what should you do?**

a. Stop using the working platform and report the missing board to the site supervisor immediately
b. Step carefully
c. Move boards from an area of scaffolding which is not being used

Answer A

Incomplete working platforms create a significant hazard. You should stop using the working platform and report the missing board to the site supervisor in order to ensure that no one is placed at risk and that you are meeting your legal requirements.

12 **When must guard rails and toe boards be provided to the eaves of a sloping roof from which it is possible to fall more than 6' –6"?**

a. When the work is carried out in St Helier
b. Where the work is extensive
c. When the work is not carried out by a competent roofer

Answer B

Guard rails and toe boards are legally required to be provided where the work on the roof is considered to be extensive. This would normally apply for almost all work which involves more than the replacement of an individual roof tile or slate.

13 **How many people can be on a ladder at any one time?**

a. One
b. Two
c. Depends on the size of the ladder, but allow one person per 10 rungs maximum

Answer A

Ladders are only designed to support one person.

14 **What should you do if the ladder you intend to use has rungs missing?**

a. Speak to the carpenter and get him to fix it
b. Report it to the foreman at the end of the day
c. Report it to the site supervisor immediately and do not use it

Answer C

Missing or defective rungs on ladders, at any point of the ladder, can lead to serious injuries to persons attempting to use the ladder. You should not use it, and immediately report the defect to your site supervisor in order to ensure your own safety and to ensure that you are meeting the legal requirements placed on you.

15 **How high should a ladder extend past any landing place?**

a. At least 3'-6" unless there is an alternative adequate handhold
b. 1'-6"
c. Of sufficient height to enable it to be securely tied in position

Answer A

A ladder is legally required to extend at least 3'-6" above any landing place unless an alternative handhold, which is able to assist the person climbing the ladder, is available.

16 **At what angle should a ladder be erected?**

a. At a safe angle - as a rule of thumb of 'one out for every four up'
b. Always vertically
c. At 30 degrees to the horizontal

Answer A

Ladders must be erected at a safe angle, generally at 4:1 ratio, to ensure that the ladder is at an easy angle to use.

17 **When erecting steel frames the steel erectors must...**

a. Not walk on the top flange of a steel beam
b Sign a disclaimer
c. Wear an orange vest

Answer A

Steel erectors must not use the top flange of a steel beam as a walkway.

18 **Ladders should only be used where both feet of the ladder are...**

a. Supported on blocks
b. Placed on a firm footing and cannot slip
c. Tied to a wooden stake

Answer B

Ladders are legally required to be placed on a level and firm footing.

19 **If asked to use a mobile elevating work platform in high winds should you...**

a. Wrap up warmly
b. Check with the supervisor to see if the machine is safe to be used in high winds
c. Tie it to a lamp post or scaffold for safety

Answer B

The use of lifting equipment is restricted in high winds. You should check with your supervisor if high winds are being experienced.

20 **Who should only operate mobile elevating work platforms?**

a. A fully trained and competent operator
b. The site operatives needing to make use of the platform
c. Persons instructed by the hire company

Answer A

Only trained and competent operators should operate mobile elevating work platforms.

JBATEF

Section TWELVE

12

Demolition

Demolition

Demolition is a high-risk activity which can, if carried out in an incorrect manner, result in partial or total collapse of a structure or building. In order to answer the questions in this section you will need to have an understanding of the legal requirements for demolition operations and the practical approach which should be made to carrying out such work.

Guidance is available in the following publications:

- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 7 and Part 10***
- ***Guidance on the Electricity at Work (Jersey) Regulations 1983***
- ***Working safely and avoiding danger from underground services and other utility apparatus***

1 **What is critical to ensuring that health and safety risks from demolition works are controlled?**

a. The contract is signed before the work starts
b. The scaffolding is erected before the work starts
c. All demolition activities must be planned and safe working methods identified prior to commencing work

Answer C

In view of the high risks associated with demolition works it is essential that any work involving demolition is planned in advance and safe working methods identified.

2 **Who is legally required to supervise demolition works?**

a. The site supervisor
b. An experienced competent person
c. The site safety supervisor

Answer B

An experienced competent person must be appointed to supervise demolition work.

3 **What should be prepared prior to demolition works commencing?**

a. A method statement detailing how the works are to proceed
b. A plan showing evacuation routes from the site
c. The means of identifying how site workers are to be informed in case of sudden collapse

Answer A

In view of the high risks associated with demolition works, careful planning including the preparation of a detailed method statement should be prepared before commencing the work.

4 **Which of the following should be carried out prior to commencing demolition operations?**

a. The Health and Safety Inspectorate should be notified
b. A survey of the premises should be carried out by a competent person to identify any hazardous materials, i.e. asbestos
c. The site supervisor should investigate whether the building or part of the building to be demolished has been built over a water course

Answer B

Demolition work may disturb asbestos containing materials. It is therefore essential that an asbestos survey of the premises be carried out prior to works commencing.

5 **What steps should be taken to ensure electrical and gas services are disconnected from the building prior to demolition works commencing?**

a. Written confirmation should be received from both the Jersey Electricity Co Ltd and Jersey Gas Co Ltd that their service has been disconnected
b. Contact the Building Control Officer
c. Check that the last electricity and gas bill have been paid

Answer A

It is essential that written confirmation be received from both the Jersey Electricity Co Ltd and Jersey Gas Co Ltd in order to ensure that their services have been disconnected prior to commencing any demolition work.

6 **During demolition works a previously unidentified electricity cable or gas mains service pipe is uncovered, what should you do?**

a. Stop work secure the area and immediately inform the site supervisor
b. Carry on working carefully around the cable or gas pipe
c. Only stop work if the electricity cable is sparking or the gas pipe is leaking

Answer A

Work should be immediately stopped, the area secured and the site supervisor advised.

7 **You are removing a partition wall and discover some suspect asbestos material, do you…**

a. Put on a respirator before continuing the work
b. Stop work, secure the area and immediately inform the site supervisor
c. Take a sample of the material to the site supervisor

Answer B

Because of the risks which are created when asbestos is disturbed, if you suspect that the material may contain asbestos you should stop work, secure the area and immediately inform the site supervisor.

8 **What is remote demolition?**

a. Demolition work carried out in St Ouen
b. Demolition work carried out well away from any people by machine
c. Work undertaken above first floor level

Answer B

Remote demolition is the term used to describe demolition works carried out by machine well away from any site workers.

9 **When carrying out demolition next to an existing building, which of the following is essential?**

a. The effect of the demolition works on the existing building is given full consideration with the advice of a structural engineer sought where necessary
b. The insurance policy should be checked
c. The name of the owner of the building should be obtained

Answer A

It is essential that the advice of a structural engineer be sought when any demolition work is carried out which could affect the structural stability of the building.

10 **What should be provided to the perimeter of the demolition works?**

a. An exclusion zone around the works which is clearly identified by hoarding or similar precautions
b. A white line marked on the ground and warning signs telling people to keep out
c. Warning signs erected at least every 10 metres

Answer A

Suitable precautions such as the erection of substantial hoarding must be taken to ensure that persons do not inadvertently enter into the area where demolition work is being carried out.

11 **When should temporary shoring or support be provided to an existing building or structure?**

a. Where the work is carried out adjacent to a three storey building
b. Where the works could result in the existing building or structure becoming unstable
c. When the work is carried out in a built up area

Answer B

The effect of any demolition works on the building being demolished, or adjoining buildings, should be considered and temporary shoring or additional support provided where necessary.

12 **Why is it important to ensure that debris and other materials are removed during the course of demolition?**

a. So that no part of the building or structure becomes overloaded
b. So that it is possible to reduce the amount of lorries required on the site at any one time
c. In order to ensure that dust is kept to a minimum

Answer A

The weight of debris and other materials on floors or other parts of the structure could result in a catastrophic collapse of the structure. The manner in which debris and other materials are to be removed as the work progresses should be considered prior to work commencing.

13 **How should asbestos cement sheets be removed?**

a. By careful removal of individual sheets avoiding any breakages
b. By breaking with a sledge hammer
c. By breaking them carefully into pieces no more than 300mm square

Answer A

The crushing or inappropriate breaking of asbestos cement material could give rise to the release of significant levels of asbestos fibres. Asbestos sheets should be removed carefully within a safe system of work.

14 **If you have a doubt about a wall's stability, what should you do?**

a. Contact the Building Control Officer
b. Stop work, secure the area and inform the site supervisor
c. Contact the architect

Answer B

If you have any doubts about the stability of a wall you should stop the work, secure the area and inform the site supervisor.

15 **What is generally the best method of demolishing buildings and structures?**

a. By working from the bottom of the structure
b. By working in the reverse order in which the building or structure was constructed
c. By working in from the outside of the building or structure

Answer B

In general the best method of carrying out demolition work is to work in the reverse order to the manner in which the building or structure was constructed. However, all work should be carefully planned in advance and a detailed method statement, setting out the manner in which the works are to be carried out, prepared.

16 **When carrying out demolition of a wall using hand-held tools, which of the following is the best place to work from?**

a. The top of the wall
b. From the bottom of the wall
c. In a safe position on a scaffold

Answer C

All demolition work should be carried out from a safe working place.

17 **Which is the safest method of demolishing an internal brick wall by hand?**

a. By using a 14lb hammer, starting at eye level, using as few blows as possible
b. Working across in courses from top to bottom
c. Cut around doorways and windows, cut in from corners, push it over in one go

Answer B

The safest method of demolishing an internal brick wall is to commence removal of bricks in courses from the top to the bottom.

18 **When demolishing a building in sections, what is the most important aspect to consider?**

a. That it remains stable at all stages of the work
b. That the public have no access
c. That all salvageable materials are removed immediately

Answer A

It is essential that any demolition work is carried out so that the building being demolished remains stable during the course of the work.

19 **Before entering any large tank which has been used for the storage of oil, what should you obtain?**

a. A respirator
b. The help of a colleague
c. A permit-to-work issued by a competent person

Answer C

Any work which involves entry into a confined space requires a safe system of work including the issue of a permit-to-work by a competent person which identifies the precautions which are required to be adopted.

20 **What health risk may you be exposed to when cutting through painted metal?**

a. Inhalation and ingestion of lead fume and dusts
b. Psittacosis
c. Silicosis

Answer A

Old paintwork may contain lead which will give rise to lead fume and dust when being removed.

JBATEF

Section THIRTEEN

13

Excavations and Confined Spaces

Excavations and Confined Spaces

Working in excavations and confined spaces can be extremely hazardous unless the appropriate safety arrangements are in place. In order to answer the questions in this section you will need to have an understanding of these arrangements and the legal requirements relating to this work.

Guidance is available in the following publication:

- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 2 and Part 5***

1 **Shoring or other support is not required for excavations less than 4'-0" deep.**

a. True
b. False, shoring or other support is required for all depths of excavations where there is a possibility of materials falling, or part of the trench collapsing onto persons working in the trench
c. Only if the work lasts less than one day

Answer B

Shoring is required for any excavation where there is a risk of the collapse or partial collapse of material onto persons working in the trench.

2 **How often must a competent person inspect an excavation more than 4'-0" deep where there is a risk of material collapsing and falling?**

a. At least once every working day
b. At least once every week
c. At least once every two weeks

Answer A

Inspections must be carried out at least once a day, of excavations over 4'-0" deep, where there is a risk of material collapsing and falling.

3 **A thorough examination of an excavation is required to be undertaken following any incident which may have affected its stability.**

a. False
b. True
c. Only if a person has been injured

Answer B

A thorough examination is required to be carried out following any incident which may have affected its stability.

4 **Who should carry out the erection of supports to the sides of an excavation?**

a. Experienced and competent persons working under the supervision of a competent person
b. Experienced groundworkers
c. Competent joiners

Answer A

It is essential that any timbering or other means of support are only erected by competent experienced persons working under the supervison of a competent person.

5 **When must a trench or other excavation be protected with a suitable guard rail or other equivalent barrier?**

a. When someone can fall a distance greater than 5'-0"
b. When someone can fall a distance greater than 4'-0"
c. When someone can fall a distance greater than 6'-6"

Answer C

Edge protection is legally required to be provided to the edges of excavations where it is possible for a person to fall more than 6'-6".

6 **When should the support to the sides of an excavation be put in place?**

a. Following the completion of the excavation
b. As work progresses and prior to persons entering into the excavation
c. After the materials have been placed into the trench

Answer B

Supports to the sides of excavations must be provided as the work progresses in order to ensure that workers are not placed at risk.

7 **How should access for operatives be provided to a trench?**

a. By climbing down on top of the trench supports
b. By providing good ladder access
c. By being lifted in an excavator bucket

Answer B

Suitable access, i.e. secured ladders, must be provided to an excavation.

8 **What alternatives are there to providing shoring to an excavation?**

a. By battering back the sides of the excavation to a safe angle
b. Only working in the excavation for less than 15 minutes at one time
c. By placing a ladder in the excavation to ensure that persons can exit quickly

Answer A

Where there is sufficient room it is possible to batter back the sides of the excavation to a safe angle. The safe angle will depend on the type and condition of the soil.

9 **What additional precautions should be taken when carrying out an excavation adjacent to an existing wall?**

a. Obtain advice from a competent person on the precautions required to ensure that the work does not make the wall unstable
b. Make sure that the quantity surveyor has been informed
c. Contact the Health and Safety Inspectorate

Answer A

Where any work is carried out adjacent to existing walls, advice must be sought to ensure that the necessary precautions have been taken to prevent the wall becoming unstable.

10 **Only the sides of excavations carried out in sandy soils need to be supported.**

a. True
b. True and only if the depth of the excavation is greater than 4'-0"
c. False

Answer C

The side of any excavation where there is a risk of material falling onto workers must be supported.

11 **What is a confined space?**

a. An enclosed space where there is a risk of death or serious injury from hazardous substances, i.e. lack of oxygen
b. A space where no more than 10 people can stand
c. The area between scaffolding and the face of the building

Answer A

A confined space can be any space of an enclosed nature where there is a risk arising from hazardous substances or dangerous conditions.

12 **Which of the following is a danger when in confined spaces?**

a. Lack of drinking water
b. Lack of oxygen
c. No toilet facilities

Answer B

Lack of oxygen.

13 **What is the first thing to consider when planning work in a confined space?**

a. Can the job still be carried out safely and on time?
b. Can the job actually be carried out from the outside?
c. Has sufficient time been allowed for the work?

Answer B

Where possible work should be carried out by avoiding the need to enter the confined space.

14 **What should be done prior to entering a confined space?**

a. The site supervisor should be told
b. A risk assessment must be carried out by a competent person
c. A note should be left outside the entrance

Answer B

It is important to ensure that any entry into a confined space is planned prior to entering the area and a risk assessment carried out.

15 **Who should be allowed to enter confined spaces?**

a. Only competent persons who have been trained and are experienced
b. Only physically fit persons
c. Only persons who need to work in the area

Answer A

Competent persons who have been trained and who are experienced should be permitted to enter any confined space.

16 **How should the safety of the atmosphere in a confined space be checked?**

a. By checking for the smell of gas
b. By using a canary in a cage
c. By using a suitable gas detector

Answer C

A suitable gas detector must be used to check that the atmosphere in a confined space is safe.

17 **When should you make plans for emergency evacuation of a confined space?**

a. Prior to the work commencing
b. Within seven days of starting the work
c. Leave it to the Fire Service – just contact them

Answer A

Planning to work in a confined space must include the arrangements for emergency evacuation of the area.

18 **A person working in a deep shaft has been overcome by the fumes of a petrol generator which is operating at the bottom of the well: do you...**

a. Climb down the ladder and attempt to rescue him
b. Not climb down the shaft but raise the alarm and contact the emergency services
c. Wait for the generator to stop and then climb down the ladder to rescue him

Answer B

You should not climb down into the shaft because of the risks of being overcome by the fumes. You should raise the alarm and contact the emergency services.

19 **Why should petrol-fuelled engines never be used in a confined space?**

a. Because they are noisy
b. Because they are heavy to carry into the area
c. Because carbon monoxide in exhaust fumes from petrol fuelled engines is so dangerous

Answer C

Carbon monoxide can build up in a confined space and result in hazardous conditions. Petrol fuelled engines should therefore never be used in a confined space.

20 **Why is an adequate communication system needed for persons working in a confined space?**

a. So they can be informed when it is break time
b. To ensure that they can communicate with each other, with persons outside and summon help in the event of an emergency
c. To check when more materials are required to be provided

Answer B

It is essential that there are adequate arrangements to ensure that persons can communicate with persons both inside and outside the area.

JBATEF

Section FOURTEEN

14

Machinery including Hand Held Tools

You will need to have an awareness of the legal and practical requirements for the use of both fixed and portable machinery.

Guidance is available in the following publications:

- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 6, Part 8 and Part 9***
- ***Guidance on the Electricity at Work (Jersey) Regulations 1983***
- ***Guidance on the Construction (Personal Protective Equipment) (Jersey) Regulations 2002***

1 **How many positions may a hoist be operated from?**

a. A hoist must only be capable of being operated from one position only, i.e. ground floor level
b. A hoist may be operated from each landing level
c. A hoist may be operated from the ground level and the top landing position

Answer A

Hoists are only permitted to be operated from one position.

2 **What precautions should be taken to prevent persons coming into contact with the moving hoist?**

a. Warning signs should be placed at every approach to the hoistway
b. The hoistway should be effectively protected by a substantial enclosure wherever persons could be struck by any moving part of the hoist, and landing places protected by a sliding gate
c. All persons on site should be warned not to approach the hoist when it is in operation

Answer B

It must not be possible for persons to place any part of their body into any part of the hoistway where they could come into contact with the hoist.

3 **Who is responsible for closing the landing gates to a hoistway?**

a. The site supervisor
b. The employer
c. Persons using the hoist

Answer C

Persons have a legal duty to ensure that the landing gates to the hoist are closed.

4 **When are persons able to travel on the platform of a hoist?**

a. Persons are not allowed to travel on the platform of a hoist
b. When necessary to ensure that material carried on the platform does not fall off
c. When access up the scaffold is not available.

Answer A

It is not permitted for anybody to be carried on the platform of a hoist.

5 **How often should a hoist be thoroughly examined by a competent person?**
a. Once a month
b. At least once every six months
c. Once a year
Answer B
Hoists are required to be thoroughly examined by a competent person once every six months.

6 **What is the minimum age that a person is permitted to use a cartridge operated power tool?**
a. 18 years old
b. 17 years old
c. 21 years old
Answer A
A person must be at least 18 years of age in order to operate a cartridge power tool.

7 **What do the colours of the cartridges used in cartridge operated power tools mean?**
a. The date of manufacture
b. The type and strength of the cartridge
c. The type of tool to be used with the cartridge
Answer B
The colours of cartridges identify the type and strength of the cartridge.

8 **The cover to the belt drive of a cement mixer is missing, what should you do?**
a. You should not use the machine and immediately advise the site supervisor
b. You should stand away from that side of the machine
c. You should place a warning sign on the machine advising person to be careful
Answer A
Guards are required to be kept in place when machinery is operated. You should not use the machine and immediately advise the site supervisor in order to ensure that you are meeting your legal requirements.

9 **The guard to a screed mixing machine can be raised whilst the rotating paddles of the machine are in operation, what should you do?**
a. Hold the guard in position when the machine is operating
b. Stop the machine and immediately advise the site supervisor
c. Put the guard in place and carry on using the machine
Answer B
Guards are required to be kept in place when the machine is operated. You should not use the machine and immediately advise the site supervisor in order to ensure that you are meeting your legal requirements.

10 **What is the preferred safe voltage for hand held electrically powered tools?**
a. 110 v
b. 220 v
c. 240 v
Answer A
110 volt equipment is the preferred safe voltage for hand held electrically powered tools used on site.

11 **An electric drill starts to smoke, do you...**

a. Throw it into a bucket of water
b. Unplug it immediately and inform the site supervisor
c. Attempt to repair it, thereby saving time and money

Answer B

In order to ensure that you do not suffer an electric shock, you should unplug the equipment and inform the site supervisor. This will help to ensure that you are meeting your own legal requirements.

12 **If you see bare flex on an extension cable reel, should you...**

a. Repair the area with proper insulating tape and carry on
b. Throw the reel away
c. Unplug the reel and take it to the site supervisor who can arrange for a repair or replacement

Answer C

In order to avoid the possibility of an electric shock you should unplug the extension reel and take it to the site supervisor. This will help to ensure that you are meeting your own legal requirements.

13 **You are asked to use a new or unfamiliar piece of equipment, do you...**

a. Read the equipment handbook and then proceed with the job
b. Ask a mate for advice
c. Advise them that you are unable to use the equipment as you have not been trained in its use.

Answer C

In order to avoid exposing yourself and others to risks you must not use equipment that you are not competent to operate.

14 **Why must a guard be fitted to an angle grinder?**

a. So the job can be done safely
b. So the tool looks good
c. So the operator can see what's going on

Answer A

Guards reduce the risks associated with use of the machine.

15 **Who should mount a wheel on an angle grinder?**

a. The person who collected the machine from the store
b. Only individuals who have been trained and are competent
c. The site supervisor

Answer B

The fitting of the wrong wheel on an angle grinder could result in the wheel fracturing catastrophically. Only trained and competent persons should mount grinding wheels.

16 **What should be considered when using a power tool to do a job?**

a. Make sure it is signed for
b. Check that it is clean
c. Make sure that it is the right tool for the job

Answer C

The use of inappropriate equipment can lead to health and safety risks. Power tools should be carefully selected for the work that is to be carried out.

17 **The guard on a machine that you are using is cracked, do you...**

a. Carry on using it
b. Stop using the machine and report it to the site supervisor
c. Repair the guard with tape

Answer B

You should stop using the machine and report it to your site supervisor. This is for your own safety and to ensure that you are meeting the legal requirements placed on you.

18 **What should you check before using any machine?**

a. All the safety devices are working correctly
b. The machine is identified with a white and yellow warning tape
c. The guard to the machine is capable of being removed easily

Answer A

Prior to using any machine you should carry out a check to ensure that the machine is safe to use.

19 **The head of a cold chisel has spread to form a mushroom shape, do you...**

a. Carry on using it
b. Take it to the site supervisor to arrange for the head to be repaired
c. Wear eye protectors when using it

Answer B

Using a cold chisel where the head has spread could result in metal splinters flying off the head. You should not use the chisel and immediately advise the site supervisor in order to ensure that you are meeting your legal requirements.

20 **When using machinery, when should you wear eye protection?**

a. When ever there is a risk of injury to your eyes
b. When working outside
c. When it is available

Answer A

Eye protection is required to be worn whenever there is a risk of eye injury.

JBATEF

Section FIFTEEN

15

Electricity & Gas

Electricity and Gas

The questions in this section address the use of electricity and gas on sites. You will need to have an awareness of the legal requirements for working with electricity and gas and the practical arrangements that are in place to ensure safe working.

Guidance is available in the following publications:

- ***Guidance on the Electricity at Work (Jersey) Regulations 1983***
- ***Guidance on the Liquefied Petroleum Gas (Jersey) Regulations 1984***
- ***Working Safely and Avoiding Danger from Undergrounf Services and other Utility Apparatus***

1 **Which health and safety regulations apply to electricity?**

a. Electricity at Work (Jersey) Regulations 1983
b. Gas at Work (Jersey) Regulations 2000
c. Mains Power Act 1996

Answer A

The Electricity at Work (Jersey) Regulations 1983.

2 **Which health and safety regulations apply to liquefied petroleum gas?**

a. Electricity at Work Regulations 1996
b. Liquefied Petroleum Gas (Jersey) Regulations 1984
c. Dangerous Stuff (Use and Storage) Regulations 2002

Answer B

The Liquefied Petroleum Gas (Jersey) Regulations 1984.

3 **What gases are included under the definition for liquefied petroleum gas contained in the Liquefied Petroleum Gas (Jersey) Regulations, 1984?**

a. Petroleum spirit
b. Butane and propane
c. Oxygen and acetylene

Answer B

Both butane and propane fall within the legal definition of liquefied petroleum gas.

4 **At what voltage is electricity normally considered to be dangerous?**

a. Above 50 volts
b. Above 110 volts
c. Above 240 volts

Answer A

In general terms alternating current is considered to be dangerous above 50 volts.

5 **How often should you check the effectiveness of an RCD (Residual Current Operated Device)?**

a. About every week
b. By pressing the 'test' button every day
c. By the electrician every month

Answer B

RCDs can 'fail to danger' so it is important that they are tested by pressing the 'test' button on the device every day.

6 **How can you reduce the electrical risks from power operated tools?**

a. By wearing rubber gloves
b. By fitting 3 amp fuses in the plugs of power tools
c. By using battery operated or low voltage tools

Answer C

Where possible the use of battery operated or low voltage power tools should be used.

7 **What should you do if you see that an electrical plug is cracked?**

a. Repair it with insulating tape
b. Be careful not to hold the plug where it is damaged
c. Report the damage to your employer and take the equipment out of use

Answer C

You should stop using the equipment and report any damage to your employer. This will help to ensure that you are meeting your own legal requirements.

8 **What should be done if there are any overhead electrical power lines near to any work to be carried out?**

a. Notify the Jersey Electricity Company who will arrange for the overhead power lines to be protected or disconnected
b. Only use timber ladders in the vicinity
c. Ensure that no one uses electricity powered tools in the vicinity of the lines

Answer A

Electricity can 'jump' between overhead lines and 'conductors' such as scaffold poles or metal ladders. The Jersey Electricity Company should be notified where work is intended to be carried out within 9 metres of any overhead main line or service.

9 **What should be done to reduce the dangers from cables and leads?**

a. Place a sign saying "electricity danger" in the area
b. Protect them from damage
c. Tell everyone in the area to be careful

Answer B

Electrical cables should either be routed safely or protected to prevent them becoming damaged.

10 **Who should be contacted to find out whether there are any underground electricity cables in the vicinity where work is to be carried out?**

a. Planning Department
b. Jersey Electricity Co Ltd
c. Health and Safety Inspectorate

Answer B

The Jersey Electricity Co Ltd should be contacted prior to any excavation works for details of any underground cables in the vicinity.

11 **Who should be contacted to find out whether there are any underground gas pipes in the vicinity where work is to be carried out?**

a. Jersey Gas Co Ltd
b. Public Services Department
c. Building Control

Answer A

The Jersey Gas Co Ltd should be contacted prior to any excavation works for details of any underground gas services in the vicinity.

12 **What should be obtained prior to carrying out the demolition of a building?**

a. A Certificate of Disconnection from the Jersey Electricity Co Ltd
b. A permit from the Parish authority
c. Agreement from the owner

Answer A

A Certificate of Disconnection should be obtained from the Jersey Electricity Co Ltd prior to commencing demolition of a building.

13 **What should you initially do to check whether the services are in the positions shown on the service plans?**

a. Use a cable or service detector
b. Dig trail holes using an excavator to find the service
c. Check with the Parish Roads Inspector

Answer A

After obtaining a copy of the service plans from the relevant authority, the position of services should be checked by initially using a cable or service detector locator.

14 **How close can a power tool be used next to an underground "live" gas service?**

a. 2 metres
b. 200 mm
c. 500 mm

Answer C

Power tools should not be used within 500 mm of a gas service.

15 **If you think you may have struck a gas main, do you...**

a. Wait 2 minutes and carry on if there is no smell of gas
b. Light a match to check for gas escape
c. Inform the site foreman immediately

Answer C

Any damage to a gas service should be reported immediately to the site foreman and work stopped.

16 **If you think you may have damaged an electrical underground service, do you...**

a. Report it to the site foreman immediately
b. Only report it if there is a flash seen coming from the damaged area
c. Report it at the end of the shift to the site foreman

Answer A

Any damage to an electrical underground service should be reported immediately to the site foreman and work stopped.

17 **How often should 110 volt electrical equipment be checked?**

a. Before each use
b. Once a week
c. Once a month

Answer B

110 volt electrical equipment should be checked once a week to ensure that it is not damaged.

18 **Where should Liquefied Petroleum Gas cylinders be stored?**

a. In a secure well ventilated safe position, in the open air, on suitable hard standing
b. In the site office
c. In a locked storage shed

Answer A

Liquefied Petroleum Gas cylinders contain gas under pressure. To ensure that any leakage of gas is dispersed cylinders should be stored in a secure well ventilated position, in the open air, on suitable hard standing.

19 **When should LPG cylinders be turned off at the cylinder?**

a. At the end of the day
b. When the bottle is empty
c. When they are not in use

Answer C

In order to minimise the potential for leaks, LPG cylinders should be turned off at the cylinder when not in use.

20 **What should be done if there is any suspicion that LPG equipment is leaking?**

a. Stop using it and check for leaks
b. Stop using it and put it back in the store
c. Check for leaks with a naked flame

Answer A

If there are any indications that LPG equipment might be leaking, you should stop using it and check for leaks.

JBATEF

Section SIXTEEN

16

Noise

Noise

High levels of noise, which can result in damage to hearing, are created by the use of a wide range of machinery and equipment on sites. You will need to be aware of the legal requirements for ear protection and the dangers from high noise levels.

Guidance is available in the following publications:
- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Personal Protective Equipment) (Jersey) Regulations 2002***

1 **Which regulations require ear protection to be worn when high noise levels are caused by work being carried out?**

a. Construction (Personal Protective Equipment) (Jersey) Regulations 2002
b. Please Speak Up Act 2003
c. RSPCA (Jersey) Law 1997

Answer A

The guidance on the Personal Protective Equipment (Jersey) Regulations 2002.

2 **What can be the effect of regular exposure to high levels of noise at work?**

a. You may not be able to hear the site foreman
b. Regular exposure to high noise levels will cause deafness
c. You will need to have your ears cleaned more regularly

Answer B

Regular exposure to high noise levels will result in noise induced hearing loss.

3 **What levels of noise are considered to give rise to hearing problems?**

a. If you have to shout to be understood
b. If you cannot hear someone speaking at a distance of 4 metres
c. At a noise level measured as 75 db(A) at a distance of 1 metre

Answer A

As a rule of thumb if you have to shout to be understood over the background noise level, the noise levels are high enough to cause problems.

4 **What must initially be done to ensure that exposure to high noise levels is controlled?**

a. Only work between 9.00 am and 5.30pm
b. An assessment of noise levels should be carried out by a competent person and measures taken to reduce noise at source
c. Free ear defenders should be provided to employees

Answer B

A noise assessment should be carried out by a competent person to determine the extent of the problem and identify whether noise levels could be reduced by controlling the noise at source.

5 **Wearing ear protection…**

a. Brings noise to a safe and acceptable level
b. Is mandatory on all sites in Jersey
c. Improves your hearing

Answer A

Ear protection, which is suitable to provide protection from the type of noise being created, will help to bring the levels of noise to a safe and acceptable level.

6 **Which of these is an approved method of ear protection?**

a. Cotton wool pads
b. Ear plugs
c. Headphones

Answer B

Ear plugs designed to reduce levels on noise are an approved method of ear protection.

7 **What is the main danger of working in excessively noisy environments?**

a. Lower productivity
b. Long term hearing loss
c. Headaches

Answer B

Long term hearing loss.

8 **When must you wear hearing protection?**

a. When working with jackhammers, kango or pneumatic drills
b. When the decibel level exceeds 50dBA
c. When instructed by your employer

Answer C

Employers are required to identify when ear protection must be worn.

9 **Who is able to carry out a noise assessment?**

a. A competent, trained person
b. Anybody with a noise meter
c. The site supervisor

Answer A

Noise assessments must be carried out by trained and competent persons.

10 **If you believe a piece of equipment to be excessively noisy should you…**

a. Report it to the Health and Safety Inspectorate
b. Report it to your supervisor
c. Make sure you are wearing the correct personal protective equipment to do the job safely

Answer B

You should report any concerns that you may have to the site supervisor.

JBATEF

Section SEVENTEEN

17

Workplace Transport

In order to ensure that risks from vehicles used on sites are kept under control it is essential that appropriate arrangements are put in place. In order to answer the questions in this section you will need to have an awareness of the legal requirements and practical arrangements that should be in place.

Guidance is available in the following publications:
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 8***
- ***The safe use of rider-operated lift trucks Approved Code of Practice***

1 **Which is true about using any vehicle on site?**
a. You must be over 21
b. You must be at least 18 and be trained, competent and authorised
c. You must hold a UK or Jersey driving licence
Answer B
Any site vehicles must only be operated by persons who are at least 18 years, have been trained, assessed as competent and are authorised to use the vehicle.

2 **Which Approved Code of Practice applies to the use of telescopic material handlers and rough terrain lift trucks on construction sites?**
a. Highway Code
b. The safe use of rider-operated lift trucks Approved Code of Practice
c. Cycling Proficiency Test
Answer B
The safe use of rider-operated lift trucks Approved Code of Practice.

3 **Who should be kept away as much as possible from site vehicles?**
a. The site supervisor
b. Pedestrians
c. Carpenters
Answer B
Wherever possible pedestrians should be segregated from site vehicles.

4 **What should be done to minimise reversing of vehicles?**
a. Implement a one way traffic system wherever possible
b. Only allow vehicles to enter the site between 7.30am and 9.00am
c. Only use vehicles where the driver has a clear unobstructed rear view
Answer A
The traffic plan for the site should, wherever possible, provide for a one way traffic system on the site.

5 **What can be done to assist in warning pedestrians that vehicles are reversing?**
a. Fit audible reversing alarms
b. Instruct the driver to shout warnings
c. Switch the lights on
Answer A
The fitting of audible reversing alarms can assist in warning pedestrians of the proximity of reversing vehicles.

6 **What would the effect of under-inflated tyres on a site vehicle be?**

a. The machine could become unstable
b. The machine will not drive as fast
c. The machine will use more oil

Answer A

Under-inflated tyres could result in a vehicle becoming unstable.

7 **When can you carry passengers on a site vehicle?**

a. When given permission to do so
b. If a proper seat is available for each passenger
c. When not on the public highways

Answer B

Passengers should only be carried on vehicles where a passenger seat is provided.

8 **Why should traffic routes be set up on site?**

a. To ensure that vehicles and pedestrians can safely move around the site
b. To impress when the client is visiting site
c. If there are more than 10 vehicles on site at any one time

Answer A

It is important to segregate vehicles and pedestrians on site wherever possible.

9 **What can be done to assist drivers reversing where there is limited visibility?**

a. Erect signs warning of limited visibility
b. Restrict reversing to specified times of the day
c. Use a trained signaller to assist the driver

Answer C

Where there is restricted vision, trained signallers or a banksman should be provided to assist the driver in reversing the vehicle safely.

10 **What can be done to prevent materials falling from lorries on construction sites?**

a. Make sure that someone travels on top of the lorry to hold the load in place
b. Make sure that loads are properly secured
c. Place timber barriers on the back of the lorry

Answer B

The driver of the lorry must ensure that all loads are properly secured.

JBATEF

Section EIGHTEEN

18

Personal Protective Equipment

Personal Protective Equipment

Personal protective equipment should only be considered as part of the overall risk assessment with prime consideration being given to reducing risks by implementing safe systems of work. Nevertheless, even after reducing risks in this manner, the wearing of personal protective equipment will still be required to ensure the safety of persons working on site.

Guidance is available in the following publications:

- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 8***
- ***Guidance on the Construction (Personal Protective Equipment) (Jersey) Regulations 2002***

1 **Which set of regulations sets out requirements for the use of personal protective equipment on construction sites?**

a. Construction (Personal Protective Equipment) (Jersey) Regulations 2002
b. Look Out Below (Jersey) Regulations 2001
c. Electricity at Work Regulations 1997

Answer A

The Construction (Personal Protective Equipment) (Jersey) Regulations 2002.

2 **Where is it legally required to wear head protection?**

a. On construction sites where there is a risk of head injury other than by falling over
b. On all construction sites
c. On construction sites where there are 5 or more construction workers

Answer A

Head protection is legally required to be worn where there is a risk of head injury from falling material, or by hitting your head against an obstruction.

3 **Which of the following is not personal protective equipment?**

a. Hard hat
b. Sunglasses
c. Impact goggles

Answer B

Sunglasses do not come within the legal definition of personal protective equipment set out in the Construction (Personal Protective Equipment) (Jersey) Regulations 2002.

4 **What should be carried out to determine whether personal protective equipment is required?**

a. A risk assessment
b. A check on the personal protective equipment that is kept available on the site
c. A review of the number of construction workers on the site

Answer A

A risk assessment must be carried out to determine the requirements for wearing personal protective equipment on site.

5 **Employers are required to provide employees with personal protective equipment identified by a risk assessment.**

a. True
b. False
c. Only if the employee is taken on for longer than 2 weeks

Answer A

Employers are required to provide their employees with personal protective equipment identified as being required for the work that is to be undertaken.

6 **How should employees be made aware of the risks that the wearing of personal protective equipment is provided to address?**

a. By reading the instructions provided by the suppliers of the equipment
b. By employers providing such information, instruction and training as necessary
c. By reading the poster on the regulations placed in the site agents office

Answer B

Employers are required to provide their employees with information, instruction and training on the use of personal protective equipment that is provided for their use.

7 **You are given a helmet with a defective strap, do you...**

a. Carry on working; helmets do not need to be strapped
b. Swap it with a colleague when they're not looking
c. Report to the foreman for a replacement

Answer C

You should take the helmet to the foreman and request a replacement; this will help to ensure that you are meeting your own legal requirements.

8 **When must you wear personal protective equipment?**

a. When the supervisor is on site
b. When instructed to
c. When you want to

Answer B

Employees must be instructed on the requirements for wearing of personal protective equipment on site.

9 **Steel toe-capped boots will...**

a. Protect your feet
b. Look great with jeans
c. Be issued by the client, not the employer

Answer A

Steel toe capped boots are intended to provide protection for your feet.

10 **Employees are legally required to wear personal protective equipment...**

a. Which they have been instructed and trained to wear
b. Only when they feel it is appropriate
c. On construction sites where there are more than 5 workers on the site at any one time

Answer A

Employees are legally required to wear personal protective equipment that they have been instructed and trained to wear.

11 **High visibility clothing should be worn...**

a. At night
b. Where individuals need to be seen by others to allow them to work safely
c. On all construction sites

Answer B

High visibility clothing should be worn in order for individuals to be able to be seen by others, in particular operators of vehicles.

12 **What personal protective equipment should be worn when operating a nail gun?**

a. Shatter proof goggles
b. High visibility jacket
c. A respirator

Answer A

Appropriate goggles must be worn when using nail guns.

13 **What should be considered when selecting respirators?**

a. The price
b. The type that is available from the store
c. How the respirator fits the individual

Answer C

It is essential that if the respirator is to provide the protection required, the respirator must be fitted to the worker.

14 **Where an assessment identifies that more than one item of personal protective equipment should be worn, it will be necessary to...**

a. Ensure that they are compatible
b. Only wear the item of personal protective equipment that overcomes the highest risk
c. Ensure that the person wearing the equipment is cleanly shaved

Answer A

In order to provide the necessary protection that is required, where it is necessary for more than one item of personal protective equipment to be worn, the items must be compatible.

15 **Goggles can provide protection for your eyes from chemical splashes.**

a. True
b. False
c. Only if the chemical is not acid

Answer A

Certain types of goggles are designed to provide protection against chemical splashes.

16 **Personal protective equipment provided for your use should be...**

a. Regularly cleaned and maintained
b. Checked once a month by the safety supervisor
c. Thrown away at the end of each day

Answer A

Personal protective equipment is required to be kept regularly cleaned and maintained.

17 **Where a hard hat has been damaged you should...**

a. Report it to your employer
b. Carry on wearing it if the damage does not cause a dent more than 5mm deep
c. Replace it if it has been damaged more than once

Answer A

Any damage to a hard hat may affect its integrity. You should report the damage to your employer.

18 **Why is it necessary to wear personal protective equipment on a construction site?**

a. Because not all risks on a construction site can be prevented
b. In order to improve the image of construction workers
c. To ensure that the safety supervisor does not stop the job

Answer A

Because of the type of work carried out on construction sites, it is not feasible to prevent all risks that may occur.

19 **Self-employed workers are exempt from wearing personal protective equipment.**

a. False
b. True
c. Only if they are nominated sub contractors

Answer A

Self-employed persons have a legal requirement to wear personal protective equipment, where it is necessary, for their own safety.

20 **Personal protective equipment is legally required to be provided to construction site workers by...**

a. The main contractor
b. The employer
c. The employees themselves

Answer B

Employers have a legal requirement to provide personal protective equipment that is required to be worn on site.

JBATEF

Section NINETEEN

19

Controlling Harmful Substances

Controlling Harmful Substances

Substances used on site can give rise to serious risks to health if safe systems of work are not put in place. You will need to be aware of the legal and practical requirements for implementing these safe systems of work.

Guidance is available in the following publications:

- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 4***
- ***Guidance on the Asbestos (Licensing) (Jersey) Regulations 1997***
- ***Guidance on the Construction (Personal Protective Equipment) (Jersey) Regulations 2002***

1 **What is the first stage in controlling risks from hazardous substances?**

a. Any substance or process with the potential to cause harm should be identified
b. The labels on all products should be read
c. You should wear a respirator when working in dusty conditions

Answer A

Any potential hazard should be identified as part of the first stage of a risk assessment.

2 **What are hazardous substances?**

a. Solvents and paints
b. Anything with the potential to cause harm including asbestos, lead, solvents, paints, cement and dusts
c. New products which have a hazardous warning sign on the label

Answer B

A hazardous substance can be anything with the potential to cause harm.

3 **Why is an assessment of hazardous substances needed?**

a. So a substance can be handled safely and correctly
b. To show the hazards and risks to health associated with use of a product
c. To comply with Jersey laws

Answer B

A risk assessment should be carried out to identify the hazards and risks to health caused by working on site.

4 **Where can you find information on a hazardous substance you are using?**

a. On the site notice board and on the product container
b. On the product container and from the manufacturers' information
c. In the JEP and in the sales brochure

Answer B

Manufacturers are required to provide sufficient details on the label. Further information is available by consulting the manufacturers health and safety data sheet.

5 **What can be done to overcome risks from using a hazardous substance?**

a. Only use it when there are few people on site
b. Ensure that the person who uses the product is experienced
c. Use an alternative less hazardous product

Answer C

Wherever possible the hazardous product should be substituted for a less hazardous product.

6 **How should hazardous substances be found on a site?**

a. By carrying out an assessment prior to work starting
b. By being careful when working on site if you think that there may be hazardous substances on the site
c. By checking each morning with a gas monitor

Answer A

A risk assessment of all potentially hazardous substances should be carried out prior to work starting.

7 **How should work on contaminated land be carried out?**

a. There is no contaminated land in Jersey
b. By ensuring that the risks are identified and precautions taken
c. By washing the wheels of vehicles when they leave the site

Answer B

A risk assessment should be carried out to ensure that all risks are identified and measures put in place to overcome or minimise these risks.

8 **What risk to health could result from hot cutting old painted metal?**

a. The paint may have contained lead and give off lead fumes
b. The heat from the blow torch could cause high temperatures
c. The work may result in high levels of dust being created

Answer A

Old paint may have contained lead which, when removed, could result in a health hazard.

9 **How can work with materials which causes high levels of dust be controlled?**

a. By screening the area with a dust sheet
b. By using tools fitted with dust extraction
c. By wearing respirators

Answer B

By removing any dust created at source using equipment fitted with local exhaust extraction.

10 **What are the risks to health from being exposed to asbestos?**

a. It could cause dermatitis
b. Exposure to asbestos could result in cancer
c. Asbestos could result in bronchitis

Answer B

Breathing in asbestos fibres could result in cancers.

11 **What types of asbestos are considered to be safe to use?**

a. Exposure to all types of asbestos fibres is potentially harmful
b. Asbestos cement products
c. Products containing white asbestos

Answer A

All types of asbestos are associated with risks to health.

12 **What regulations restrict working with asbestos insulation?**

a. Asbestos (Licensing) (Jersey) Regulations 1997
b. Danger is Everywhere (Jersey) Regulations 1994
c. Gas at Work (Jersey) Regulations 1972

Answer A

The Asbestos (Licensing) (Jersey) Regulations 1997.

13 **What should be provided to construction workers carrying out work with hazardous substances?**

a. The manufacturers handbook
b. Sufficient information and training so that they know how to deal with the risks
c. A respirator

Answer B

Employers are legally required to ensure that employees are provided with information, instruction and training to ensure that they are aware of risk to their health and safety.

14 **What are the risks when working with wet cement?**

a. Skin dermatitis and cement burns
b. Cold exposure
c. Back injury

Answer A

Skin dermatitis and cement burns by coming into contact with the product.

15 **What is the biggest danger from a corrosive product?**

a. It will cause damage to tools
b. It will cause damage to your PPE
c. It will cause burns to exposed skin

Answer C

Corrosive products will cause damage to exposed skin.

16 **You find an unmarked bottle on site containing a liquid, do you…**

a. Report it to your supervisor
b. Place it carefully in the skip
c. Carefully open the bottle and smell the liquid to see if you recognise it

Answer A

You should bring the unmarked bottle to the attention of the site supervisor.

17 **What should you do after working with hazardous substances?**

a. Put the equipment back into the store
b. Wash thoroughly before eating or smoking
c. Report to your supervisor

Answer B

You should wash thoroughly after using any hazardous substance and not eat or smoke until you have done so.

18 **What should you do if you feel unwell after working with hazardous substances?**

a. Stop for a break and carry on with other work
b. Report to your supervisor
c. Drink milk

Answer B

If you feel unwell it may be a sign that the control measures are not working. You should report to your supervisor.

19 **Skin dermatitis can be prevented by…**

a. Wearing suitable gloves and overalls
b. Washing carefully before starting work
c. Putting on skin cream

Answer A

Skin dermatitis is best prevented by wearing suitable personal protective equipment.

20 **What can be done to reduce the level of fumes in the working area?**

a. Ensure good ventilation by opening windows and doors
b. Stop smoking
c. Taking a break every 15 minutes

Answer A

Improvements in general ventilation of the workplace can help to reduce the build up of fume.

JBATEF

Section TWENTY

20

Manual Handling

Manual Handling

Manual handling is the largest reported cause of injury to construction workers. It is therefore important to assess any lifting or handling to minimise the risks from these activities. You should be familiar with the legal and practical requirements for manual handling on sites in order to answer the questions in this section.

Guidance is available in the following publications:
- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 8***

1 **What is the major cause of injury to construction workers?**
a. Manual handling
b. Falls
c. Being struck by vehicles
Answer A
Injuries from manual handling are the largest reported cause of injuries to workers.

2 **How can risks of injury from manual handling be overcome?**
a. By selection of lighter materials used in the design of buildings
b. By using at least 2 persons to lift heavy objects
c. By taking care
Answer A
Selecting lighter materials in the construction of buildings can assist in the reduction of manual handling injuries to workers.

3 **Who are at the greatest risk of injury from manual handling?**
a. Site supervisors
b. Blocklayers
c. Carpenters
Answer B
Trades that carry out repetitive lifting of heavy objects are most at risk from manual handling injuries.

4 **What can be done to reduce the risks of injury from manual handling?**
a. Stacking goods carefully
b. By use of mechanical and non-mechanical lifting aids
c. By lifting slowly
Answer B
The use of lifting aids can assist in reducing the risks from manual handling.

5 **What can assist in reducing risks from manual handling?**
a. Avoid double handling
b. Deliver all materials to the site compound
c. Arrange deliveries in the morning
Answer A
Minimizing repetitive lifting can assist in reducing the risks from manual handling.

6 **What can employers do to ensure that employees work safely?**

a. Ensure that employees have been instructed and trained how to lift
b. Make sure that employees read the instructions carefully
c. Check that employees look for the safety sign on the product which says heavy load

Answer A

Employers should ensure that employees who carry out lifting activities are instructed and trained.

7 **Before attempting a lift should you...**

a. Assess the weight
b. Spit on your hands
c. Breathe deeply

Answer A

It is important to ensure that all lifting operations are carefully assessed prior to commencing the lift.

8 **What is the maximum weight you should lift?**

a. 25kg
b. 40kg
c. Depends on the assessment and how the load can be lifted

Answer C

The maximum weight which should be lifted should be determined by a careful assessment of the lift.

9 **When should you use a lifting aid such as a forklift, lifting tackle etc?**

a. If the weight is too heavy to safely and comfortably lift
b. When time allows
c. When your mates aren't watching

Answer A

The use of lifting equipment can assist in reducing the risks from manual handling.

10 **When lifting, should you keep your knees...**

a. Together
b. Bent
c. Straight

Answer B

Lifting should be carried out with your knees bent to avoid strain on your back.

11 **Which is the most vulnerable area to injury when lifting?**

a. Ankles
b. Hands
c. Back

Answer C

The back is the most vulnerable area of the body.

12 **What should you do if a load is too heavy to lift?**

a. Push it along the ground
b. Inform your supervisor
c. Leave it for somebody else

Answer B

You should inform your supervisor if you feel that the load is too heavy to lift.

13 **How can the risks from handling cement bags be reduced?**

a. Order the cement to be delivered in 25 kg bags
b. Organise 2 men to lift each bag
c. Use gloves

Answer A

Lifting smaller loads can assist in reducing the risks from manual handling.

14 **What can be done to improve moving materials around the site?**

a. Ensure that the site is tidy and kept free of obstructions which restrict access
b. Arrange for deliveries to be carried out in the afternoon
c. Carefully stack the load so that more material can be moved on each occasion

Answer A

Keeping the site free from obstructions, and tidy, will assist in moving materials around the site.

15 **How can the movement of materials by vehicle be assisted?**

a. By selecting experienced drivers
b. By providing a site road layout to enable loads to be delivered as close as possible to the working areas
c. Ensuring that the vehicles are maintained

Answer B

Moving materials around the site can be assisted by planning a site road layout to enable loads to be delivered as close as possible to the working area.

16 **If you suffer a back injury when you are lifting a load, should you...**

a. Continue working
b. Report to your supervisor
c. Have a break for 15 minutes

Answer B

You should report any injury to your site supervisor.

17 **How can concrete kerbstones be moved safely?**

a. Make use of a handling aid such as a sack barrow
b. Use two men to lift
c. Wear safety footwear

Answer A

The use of lifting equipment can assist in reducing risks from manual handling.

18 **What can be done to move packaged materials safely?**

a. Provide suitable handholds
b. Deliver them to the site in the morning
c. Check the information on the delivery sheet

Answer A

The lifting of packaged materials can be assisted by providing suitable handholds on the package.

19 **How can roof tiles be safely moved up to roof level?**

a. By using an inclined hoist
b. By using hods
c. By passing them individually by hand up the outside of the scaffold

Answer A

The use of an inclined hoist can assist in the reduction or risks from manual handling.

20 **What can be done to reduce the risks from carrying guttering up ladders?**

a. Only use single stage ladders
b. Use a scaffold platform to which the materials can be lifted and work safely carried out
c. Use 2 people to climb up the ladder and hold the material

Answer B

The movement of material can be assisted by providing working platforms as part of a safer system of work.

JBATEF

Section TWENTYONE

21

Musculoskeletal Problems

Musculoskeletal problems, which can affect muscles, joints, tendons and other parts of the musculoskeletal system, are a significant problem for site workers. In order to answer the questions in this section you will need to have an awareness of the legal and practical arrangements for control of working practices that may give rise to musculoskeletal problems.

Guidance is available in the following publications:

- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 8***
- ***The Display Screen Equipment at Work Approved Code of Practice***

1 **What is the most common occupational injury in Great Britain?**

a. Musculoskeletal disorders
b. Skin dermatitis
c. Asthma

Answer A

Musculoskeletal disorders are the most common form of injury in Great Britain.

2 **Musculoskeletal disorders affect which part of the body?**

a. Feet and toes
b. Face and head
c. Muscles, joints, tendons and other parts of the musculoskeletal system

Answer C

Muscles, joints, tendons and other parts of the musculoskeletal system.

3 **What is recognised as creating a risk for the development of musculoskeletal disorders?**

a. Repetitive and heavy lifting
b. Exposure to dusts
c. Climbing ladders

Answer A

Musculoskeletal injuries may be caused by repetitive and heavy lifting.

4 **What type of work gives rise to risks from hand-arm vibration?**

a. Piling
b. Block laying
c. Using a disc grinder

Answer C

Hand-arm vibration can be caused by the use of a disc grinder.

5 **Where can information be found on the risks from hand-arm vibration from using power tools?**

a. From the manufacturer or the supplier of the tool
b. By reading the safety poster in the site agent's office
c. By contacting the Building Control Officer

Answer A

Manufacturers and suppliers are legally required to provide information on health and safety risks created by using their product.

6 **Which of the following can be done to ensure that risks from hand-arm vibration are controlled?**

a. Keep your hands warm
b. By talking to the site agent
c. Run around the site every 15 minutes

Answer A

Keeping your hands warm can assist in reducing risks from hand-arm vibration.

7 **The display screen equipment approved code of practice does not apply to construction sites.**

a. False
b. True
c. Only if a person works full time on the computer

Answer A

The display screen equipment Approved Code of Practice applies to all industries.

8 **What are the risks to health from working with computer screens?**

a. Upper limb disorders or back pain
b. Numbness in the feet
c. Ear ache

Answer A

Upper limb disorders and back pain are risks associated with working with computers.

9 **What should be done to help ensure that risks from musculoskeletal disorders are controlled?**

a. Assess the risks
b. Pay the medical costs of treatment
c. Talk to the site agent

Answer A

A risk assessment should be carried out to ensure that the risks from musculoskeletal disorders are controlled.

10 **What can be done to help people who are at risk from musculoskeletal disorders?**

a. Explain the risk and what they need to do
b. Provide them with a copy of the safety book
c. Tell them not to hold onto the equipment tightly

Answer A

Employees must be instructed on the risks from musculoskeletal disorders that they are exposed to and informed of the arrangements for controlling those risks.

JBATEF

Section TWENTYTWO

22

Health Surveillance & Monitoring

Health Surveillance and Monitoring

Where work exposes construction workers to risks to their health, health surveillance and monitoring can be undertaken to ensure that the manner in which these risks are controlled is adequate. You should have an awareness of the legal requirements for the health of workers and the practical arrangements for health surveillance and monitoring.

Guidance is available in the following publication:
- ***Health and Safety in the Workplace - A General Guide***

1 **What is the purpose of health surveillance?**
a. To check who is fit for the job
b. To ensure that the precautions taken are effective
c. To find out whether the person has been wearing a respirator
Answer B
Health surveillance is carried out to ensure that the control measures put in place to control health risks are effective.

2 **Health surveillance is required to be carried out for...**
a. Asbestos workers who carry out licensed asbestos removal work
b. Painters
c. Carpenters
Answer A
Asbestos workers who carry out licensed asbestos removal work are required to have a regular medical check.

3 **Health surveillance may be carried out when...**
a. It is considered that the control limits for a hazardous substance are likely to be exceeded
b. The person working with a hazardous substance is over 45 years of age
c. More than 2 persons have been exposed to a hazardous substance
Answer A
Health surveillance should be carried out when it is likely that the control limits for a hazardous substance are likely to be exceeded.

4 **Which of the following groups of construction workers should receive health surveillance?**
a. Construction workers who are regularly exposed to high noise levels
b. Lorry drivers over the age of 45
c. Carpenters
Answer A
Any construction worker who is regularly exposed to high noise levels should be included in a health surveillance program.

5 **Health surveillance should be undertaken on construction workers who...**
a. Are regularly exposed to lead fumes
b. Work, on average, longer than 45 hours a week
c. Are over the age of 60
Answer A
Any person regularly working with lead must have regular medical checks.

6 **The presence of airborne asbestos fibres is carried out by...**

a. Using a light meter
b. Air monitoring
c. Using a gas detection tube

Answer B

Airborne asbestos fibres can only be determined by air monitoring.

7 **Asbestos fibres are easily seen in the air.**

a. False
b. Only when a halogen light is used
c. True

Answer A

Asbestos fibres are not easily seen in the air.

8 **A multigas monitor can check for the presence of all gases.**

a. True
b. Only when there is no oxygen in the air
c. False: multigas monitors will only check for a range of specific gases for which the monitor is designed

Answer C

Gas detectors can only detect gases for which they are designed.

9 **Anybody can use a gas monitor.**

a. False: only trained and competent persons should operate a gas monitor
b. True: they are simple to operate
c. False: only the site agent

Answer A

Gas monitors must only be used by trained and competent persons.

10 **Asbestos is easily identified by wetting the material and looking at the colour of the fibres.**

a. False: asbestos can only be positively identified in a laboratory
b. True: the type of asbestos, white, brown or blue, is found by looking at the colour of the fibres
c. Only if a trained analyst looks at the material

Answer A

Asbestos fibres can only be positively identified in a recognised laboratory.

JBATEF

Section TWENTYTHREE

23

Safe Systems of Work

Safe Systems of Work

The arrangements for working safely and without risk to health are termed 'a safe system of work'. In order to answer the questions in this section you should be aware of safe systems of work for work undertaken on sites, and the legal requirements for such work.

Guidance is available in the following publication:
- ***Health and Safety in the Workplace - A General Guide***

1 **What is a safe system of working?**
a. A method of working in which the risks are controlled
b. Providing hard hats to all operatives
c. Only working between 8.00 am and 5.00pm
Answer A
A method of working in which the risks to health and safety are controlled. This can be achieved by prior consideration of the work through a risk assessment approach.

2 **Who should supervise the work on site?**
a. The person who has worked for the longest period of time
b. Persons who have been adequately trained and are experienced in the work
c. The Health and Safety Officer
Answer B
Supervisors are required to be adequately trained and experienced.

3 **What should be checked when construction workers first come onto the site?**
a. Their social security number
b. That they are able to demonstrate their knowledge or experience of the work they are going to carry out
c. Their identity
Answer B
In order to ensure that workers are able to work safely, and without risks to health, they should be asked about their knowledge and experience of the work they are going to be carrying out.

4 **What should be done before sub contractors commence work on the site?**
a. The working methods and safety precautions should be agreed
b. The time that they are to finish work
c. Obtain the name of their safety officer
Answer A
It is essential that everyone understands the requirements for health and safety on site so working methods and safety precautions need to be agreed prior to work commencing.

5 **Who should supervise the work of sub contractors?**
a. The site agent
b. Their own appointed site supervisor
c. The clerk of works
Answer B
In order to satisfy their own legal requirements for health and safety, sub contractors must ensure that the work they carry out on sites is supervised by a competent and experienced appointed person.

6 **Because of the high risks involved, written method statements should be prepared for...**

a. Demolition work
b. Plastering
c. Painting

Answer A

Method statements should be prepared for demolition work.

7 **A permit to work system is...**

a. The identity card system issued by the States of Jersey Department
b. The arrangements for shift working when the site works longer than 8 hours a day
c. A formal written system used to control certain types of potentially hazardous work

Answer C

A permit to work system is a formal written system used to control certain types of potentially hazardous work such as entry into confined spaces.

8 **A permit to work is...**

a. A new name for a social security card
b. A written document which specifies the work to be done and the precautions to be taken
c. A permit issued by the Planning Department

Answer B

A permit to work is a formal written system used to ensure that potentially hazardous work is carried out safely and without risks to health.

9 **Permits to work are usually required to ensure safety when construction work is carried out in...**

a. Confined spaces such as sewers, tanks and vessels
b. Offices which are partly occupied
c. All joinery workshops

Answer A

Permit to work systems are required for potentially hazardous work such as entry into confined spaces.

10 **The requirement for safe systems of work is not a legal requirement.**

a. True
b. False
c. Only if there are 5 or more construction workers on a site

Answer B

Safe systems of work are legal requirements under health and safety legislation.

JBATEF

Section TWENTYFOUR

24

Emergency Procedures

Emergency Procedures

Although it is important to ensure that risks to health and safety on sites are controlled, arrangements are required to be put in place in order to respond should an incident occur. You will need to be aware of the emergency procedures for sites in order to answer the questions in this section.

Guidance is available in the following publications:
- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 11***

1 **If a siren sounds, what does this normally mean?**
a. An emergency
b. End of the shift
c. The client is on site
Answer A
Unless you have been otherwise informed you should consider every siren as an emergency alarm.

2 **What should you do in an emergency?**
a. Follow the site emergency procedure
b. Ring 999
c. Ring home to say that you are ok
Answer A
You should follow the emergency procedure.

3 **Where is the assembly point?**
a. The site foreman's office
b. The main entrance to the site
c. The point identified to you in your site specific induction
Answer C
Emergency procedures, including the assembly point, should be explained at the site induction.

4 **If you have to evacuate the site, you should...**
a. Run as fast as you can to the assembly point
b. Collect all your personal belongings and make your way to the assembly point
c. Make your way safely and calmly straight to the assembly point
Answer C
You should make your way safely and calmly to the assembly point.

5 **Why is it necessary to have an assembly point on site?**
a. So the police can tell everybody what to do next
b. So all people working on site can be accounted for
c. So the foreman can discuss the situation with everybody and come up with a plan
Answer B
It is important to ensure that all persons working on site are accounted for.

6 **You notice one of your colleagues is missing from the assembly point, do you...**

a. Go and check where you last saw him working
b. Call him on his mobile
c. Inform the supervisor

Answer C

If you are aware that an individual is missing you should advise the supervisor.

7 **What should be prepared in order to be able to deal with emergencies before work commences on site?**

a. Emergency procedures
b. The telephone numbers of all the fire extinguisher suppliers
c. The insurance policy

Answer A

Emergency procedures should be prepared prior to work commencing on the site.

8 **What should be included in the emergency procedures?**

a. The name of the managing director of the main contractor
b. The arrangements for dealing with the type of emergency that could occur during the work
c. The name of the fire extinguisher company

Answer B

Consideration should be given to the type of emergency that could occur on site, prior to work commencing, and arrangements put in place.

9 **What type of emergency should be included?**

a. Any type of emergency which could occur
b. Only emergencies where the fire service should be called
c. Only emergencies where the ambulance service should be called

Answer A

Any type of emergency that could occur on the site should be included.

10 **What should the emergency procedures include?**

a. The name and address of the nearest chemist
b. The arrangements for rescuing workers using suspended access equipment, i.e. tower crane drivers, operatives using mobile elevating work platforms
c. The name of the supplier of ladders

Answer B

Arrangements for rescue of workers who use suspended access equipment must be put in place.

11 **When should site workers be instructed on the emergency procedures?**

a. When they have been on the site for more than 2 days
b. As soon as they start work on the site
c. They need only be instructed where there are 5 or more persons on the site

Answer B

Workers should receive instructions on emergency procedures when they start work on the site.

12 **What steps should be taken to ensure that the procedures are kept up to date?**

a. The emergency procedures should be regularly reviewed and updated to reflect changing circumstances
b. The emergency services should be sent a copy every month
c. The fire service should be asked for advice once every 3 months

Answer A

Emergency procedures should be reviewed and updated as necessary to ensure that all foreseeable emergencies are taken into account.

13 **Emergency routes should be...**

a. Shown on a plan kept at the main contractors head office
b. Clearly identified by signs
c. Be marked on the ground with a continuous red line

Answer B

Emergency routes should be clearly signed.

14 **Only site workers need to be advised of the emergency procedures on the site.**

a. True
b. False: everyone who visits the site needs to be aware of the emergency procedures
c. Partly true, as only site workers who work on the site for more than 3 days need be informed

Answer B

Everyone who visits the site needs to be advised of the emergency procedures for the site.

15 **Emergency routes must be...**

a. Kept clear and free from obstructions
b. May be blocked if site workers are advised the previous day
c. May only be blocked by scaffolding

Answer A

It is important that emergency routes are kept clear and free from obstructions at all times.

16 **Emergency procedures need not be prepared for work taking less than one day.**

a. True
b. False
c. Only if there are less than 5 workers on the site

Answer B

Emergency procedures should be prepared prior to any work commencing on site.

17 **The means of raising the alarm must be checked regularly to ensure...**

a. Everyone on site can hear the alarm
b. The alarm can be heard in the site office
c. The alarm can be heard in the canteen

Answer A

In view of the changing circumstances on sites it is essential that a check is regularly made to ensure that everyone on the site can hear the alarm.

18 **The emergency procedures should include arrangements for dealing with all of the hazardous materials and substances in use on the site.**

a. True
b. False
c. Only if the hazardous substances are in use for more than one day

Answer A

Emergency procedures should include arrangements for dealing with all of the hazardous materials and substances in use on the site.

19 **The arrangements for evacuation of construction workers in tunnels need not be included in the emergency procedures as this is the responsibility of the emergency services.**

a. True
b. False
c. Only if the tunnel is longer than one mile

Answer B

Arrangements for dealing with any emergency on site must be put in place prior to work commencing.

20 **The emergency procedures do not have to include arrangements for visitors to the site.**

a. False
b. True
c. Only during the ground works stage of the contract

Answer A

Emergency procedures must set out arrangements for all persons who may visit the site.

JBATEF

Section TWENTYFIVE

25

Fire Safety

Fire Safety

Arrangements for preventing fires, and emergency procedures for dealing with fires, must be put in place prior to work commencing on sites. You will need to be aware of the legal and practical arrangements on site for fire safety in order to answer the questions in this section.

Guidance is available in the following publication:
- ***Health and Safety in the Workplace - A General Guide***

1 **What is the fire assembly point?**
a. The place to go if the fire alarm sounds
b. The place all fire fighting equipment should be stored
c. The place the fire brigade will assemble if they are called
Answer A
The fire assembly point is the meeting place for persons who have evacuated the site in the event of the fire alarm sounding.

2 **A small electrical fire starts which you feel you can safely handle, do you use...**
a. A dry powder or CO^2 extinguisher
b. A bucket of water or a fire blanket
c. A water or foam extinguisher
Answer A
A dry powder or CO^2 extinguisher.

3 **If you discover a fire, do you...**
a. Call 999
b. Raise the alarm immediately
c. Try and find the correct fire extinguisher
Answer B
You should raise the alarm immediately.

4 **What is a hot work permit?**
a. A permit to work between July and September
b. A permit to work when there is a risk of starting a fire
c. A permit to work which allows you to remove your personal protective equipment
Answer B
A hot work permit is the term used to describe a formal written arrangement to reduce the risk of a fire.

5 **How should flammable liquids be kept and transported on site?**
a. In suitable closed containers
b. In glass bottles decanted from the main container
c. In plastic bottles decanted from the main container
Answer A
Flammable liquids must only be kept and transported in suitable closed containers.

6 **What should be banned in areas where flammable liquids are used?**

a. Smoking
b. Shouting
c. Drinking

Answer A

Smoking is not allowed in areas where flammable liquids are used.

7 **What should be done before hot work is carried out on tanks which have previously contained flammable liquids?**

a. They should be cleaned out with water
b. They should be left to ventilate overnight
c. They must be purged or otherwise made safe by trained, competent and authorised persons and a permit to work issued before any hot work is carried out.

Answer C

Hot work on tanks must be carried out under a hot work permit which ensures that arrangements are safe.

8 **What should be prepared before work commences on the site?**

a. A list of the names of the fire extinguisher companies
b. A fire evacuation plan
c. A list of the names of fire alarm suppliers

Answer B

A fire evacuation plan should be prepared prior to work commencing on site.

9 **Bitumen boilers can be lit up and then left unattended until the bitumen has melted.**

a. True
b. False
c. Only when the site is not occupied

Answer B

Bitumen boilers should not be left unattended after they have been lit.

10 **When should plant and equipment which could cause a fire be checked to ensure that it is turned off?**

a. At the end of the day
b. At lunch-time and at the end of the day
c. At the end of each week

Answer B

A check that such plant and equipment is switched off should be made at lunch time and at the end of the day.

JBATEF

Section TWENTYSIX

26

First Aid

First Aid

Arrangements for first aid are legally required to be provided on sites. You will need to be aware of these arrangements in order to answer the questions in this section.

Guidance is available in the following publication:
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970, Part 11***

1 **Which set of regulations includes a requirement for first aid equipment to be provided on construction sites?**
a. Do it yourself Doctor Act 1967
b. Construction (Safety Provisions) (Jersey) Regulations 1970
c. Asbestos at Work Regulations 1964
Answer B
The Construction (Safety Provisions) (Jersey) Regulations 1970.

2 **When is it legally required to provide a first-aid box on a site?**
a. When a contractor employs more than five persons on a site
b. When there are more than ten persons on the site
c. Only if there is hazardous work being carried out on the site
Answer A
A first-aid box is legally required when a contractor employs more than five persons on a site but it is recommended for all sites.

3 **If you should see an accident on site, do you...**
a. Call for help straight away
b. Send for the first-aider
c. Administer help as best you can until somebody turns up
Answer B
You should send for the first-aider.

4 **A colleague is hit on the head by a falling piece of debris, do you...**
a. Send for the first-aider
b. Check if he was wearing the correct PPE
c. Lay him down and keep him calm
Answer A
You should send for the first-aider.

5 **A colleague splashes acid on his hand, do you...**
a. Wash it off with clean water immediately
b. Send for the first-aider
c. Wrap the hand in a clean cloth and keep it raised
Answer A
Wash the acid off with clean water immediately and send for the first-aider.

6 **Which of these should only be found in a first aid box?**

a. Syringes
b. Safety pins
c. Pain killers

Answer B

Safety pins are a required item to be kept in a first-aid box.

7 **A colleague is trapped and unconscious in a confined space, do you...**

a. Attempt to get him out yourself as soon as possible
b. Send for emergency help to enable a rescue
c. Ring 999

Answer B

You should send for emergency help to enable a rescue.

8 **A colleague gets an electric shock but appears to be ok, do you...**

a. Isolate the equipment and report the matter to your supervisor
b. Send for the first-aider
c. Ring 999

Answer B

You should send for the first-aider.

9 **Who should make arrangements for trained first-aiders to be on a site?**

a. The main contractor
b. The employer
c. The client

Answer B

Employers should make arrangements for trained first-aiders on site.

10 **Where should the name of the first-aider be displayed on the site?**

a. On the wall of the site agent's office
b. Outside the site
c. On a copy of the regulations kept in the site agent's office

Answer A

The name of the first-aider should be displayed on the wall of the site agents office.

JBATEF

Section TWENTYSEVEN

27

Reporting Accidents & Incidents

Reporting Accidents and Incidents

It is important that all accidents and incidents are reported and recorded. You should be aware of the arrangements for reporting accidents and incidents on sites.

Guidance is available in the following publication:
- ***Health and Safety in the Workplace - A General Guide***

1 **You get a small cut at work, what do you do?**
a. Enter it into the accident book and get first aid at the end of the shift
b. Don't worry about it, only large cuts have to be reported
c. Enter it into the accident book and get first aid right away
Answer C
You should get first aid and ensure that the details are entered into the accident book.

2 **Which is correct?**
a. Only accidents caused whilst directly carrying out your duty must be reported
b. All accidents which occur on site must be reported
c. Only accidents witnessed by others must be reported
Answer B
All accidents must be reported.

3 **Whose responsibility is it to fill in the accident book?**
a. The victim of the accident (if possible)
b. The site supervisor
c. The Police
Answer A
The person who has suffered the accident should, wherever possible, complete the accident book.

4 **In the case of a major accident should you...**
a. Stay with the victim until help arrives
b. Follow site procedure
c. Run and find the site foreman
Answer B
The emergency procedures for the site must be followed.

5 **What is the point of reporting a near miss?**
a. So the person involved can be sacked
b. So the place can be earmarked as an accident black spot
c. So lessons can be learned to prevent future accidents
Answer C
The circumstances which led to 'a near miss' could be repeated and result in a person suffering injury. Therefore, it is important to record 'a near miss'.

6 **All accidents must be reported to the Health and Safety Inspectorate.**

a. True
b. False
c. Only where they result in the injured person being off work for more than 3 days

Answer B

Accidents are not required to be reported to the Health and Safety Inspectorate.

7 **Only accidents which occur to construction workers should be reported to the site agent.**

a. False, all accidents including those to visitors and the public should be reported to the site agent
b. True
c. Only if the injured person agrees to the accident being reported

Answer A

All accidents which occur on site or as a result of work being carried out should be reported to the site agent.

8 **If overhead electrical lines are damaged should you...**

a. Keep all persons away from the area and contact the Jersey Electricity Co Ltd
b. Call the site electrician
c. Contact the safety supervisor

Answer A

All persons should be kept away from the area and the Jersey Electricity Co Ltd be contacted.

9 **Vehicle accidents which occur on site do not need to be reported.**

a. False: accidents involving vehicles should be reported to the site agent
b. True
c. False: all vehicle accidents should be reported to the Police

Answer A

All accidents including those involving vehicles should be reported to the site agent.

10 **It is important to report any accidents so that...**

a. You can claim compensation
b. The person responsible can be blamed
c. The reasons why the accident occurred can be identified and corrected

Answer C

The prime reason for reporting accidents is so that the reasons for the accident can be determined and any failures corrected.

JBATEF

Section TWENTYEIGHT

28

Supervision & Management

Supervision and Management

Many accidents and incidents of ill health on construction sites can be prevented by effective management of health and safety. It is, therefore, essential that persons in control of sites have been trained and are competent. In order to answer the questions in this section you will need to have an awareness of the arrangements for health and safety on site.

Guidance is available in the following publications:
- ***Health and Safety in the Workplace - A General Guide***
- ***Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970***

1 **When planning work in confined spaces, what is the first consideration?**
a. What is the cost?
b. Is it necessary at all?
c. How long will the job take?
Answer B
The first consideration must be to consider whether it is necessary to place workers at risk.

2 **What is the purpose of a 'permit to work' system?**
a. To ensure a job is done safely
b. To ensure a job is done correctly
c. To ensure a job is done efficiently
Answer A
A permit to work system enables a job which is potentially hazardous to be done safely.

3 **An emergency route must be provided to ensure safe passage to...**
a. The canteen
b. A place of safety
c. Ground level
Answer B
Emergency routes must provide safe egress to a place of safety.

4 **You notice a scaffold is not complete, what should you do?**
a. Call the scaffold contractor immediately and instruct him to make it safe
b. Issue a directive to all site operatives and visitors not to use the scaffold
c. Prevent any access to the scaffold by unauthorised personnel
Answer B
A scaffold should not be used until it is completed. Only persons working on the erection of the scaffold should be permitted to access the scaffold.

5 **The responsibility for ensuring that work is carried out safely on site is placed on...**
a. The site agent
b. Everybody
c The safety supervisor
Answer B
Everyone has a legal responsibility for their own and other persons health and safety.

6 **The degree of supervision to ensure that work is carried out safely depends on...**

a. Whether the work is carried out by nominated sub contractors
b. The nature and extent of the risks involved in carrying out the work
c. The age of the site workers

Answer B

The degree of supervision required depends on the risks involved in the work.

7 **The responsibility for ensuring that only authorised persons are allowed into working areas is placed on...**

a. The contractor in control of the site
b. Sub-contractors
c. Employees

Answer A

The contractor in control of the site is responsible for ensuring that unauthorised persons are prevented from accessing the site.

8 **What should be carried out regularly?**

a. Routine health and safety checks
b. A walk around the site
c. The insurance policy should be checked

Answer A

Regular checks should be carried out.

9 **When demolition works are carried out...**

a. Everybody on site should be warned to keep clear
b. A competent person should be appointed to supervise the work
c. Everybody not involved should leave the site

Answer B

A competent person is required to be appointed to supervise the work.

10 **Contractors and employers are required to appoint a safety supervisor when...**

a. He has more than 10 employees
b. He has more than 5 employees
c. More than 5 persons are employed on the site

Answer A

A safety supervisor is required to be appointed when a contractor and employer employs more than 10 construction workers.

11 **When does an employer have to prepare a written safety policy?**

a. When he has more than 10 employees
b. When he has more than 20 employees
c. When he has 5 or more employees

Answer C

All employers who employ 5 or more employees must prepare a written health and safety policy.

12 **What should a written health and safety policy include?**

a. The name of the safety supervisor
b. The statement of general policy and the organisation and arrangements for carrying it out
c. The arrangements for working on sites

Answer B

The safety policy must include a statement of general policy and the organisation and arrangements for carrying it out.

13 **Who should be appointed to supervise work on construction sites?**

a. A trained and competent individual who is experienced in the work
b. A site manager
c. The project co-ordinator

Answer A

Only a trained and competent individual who is experienced in the work must be appointed to supervise works on the site.

14 **What should be done to ensure the work is carried out safely?**

a. Provide written instructions
b. Make sure that people understand the work that they are required to do
c. Make a check after they have completed the work

Answer B

You should check that they understand the work that they are required to do.

15 **What can be carried out to raise awareness of health and safety on the site?**

a. Site meetings
b. Only use 110 volt power tools
c. Tool box talks

Answer C

Tool box talks are one of a range of methods used to raise health and safety awareness on sites.

16 **What work is preferably carried out when no one is on site?**

a. Site meetings
b. Movement of scaffolding
c. Site radiography

Answer C

Site radiography is specialist work occasionally carried out on sites. It is preferable if such work can be carried out when no essential persons are on site.

17 **What should be checked before work starts?**

a. That everybody is wearing a hard hat
b. That everybody has the right equipment to carry out the work safely
c. That the client is not on site

Answer B

You should check that persons working on the site have the necessary safety equipment.

18 **How should new people starting work on site be informed of the site specific health and safety risks?**

a. By carrying out induction talks for everybody coming on to the site
b. By instructing them of the accidents that have occurred on the site
c. By providing them with a copy of the regulations

Answer A

All persons working on sites should receive induction talks when they arrive on site.

19 **How can operatives be made aware of specific site health and safety precautions?**

a. By instructing their colleagues to inform them of the risks
b. By preparing and issuing site rules
c. By showing them the accident report book

Answer B

Site rules can assist in the understanding of health and safety risks and the measures which are put in place to reduce those risks.

20 **How can a check be made of how health and safety is being managed on a site?**

a. By reviewing health and safety performance by checking accident records, inspection reports etc
b. By asking the site agent
c. By asking the Health and Safety Inspectorate

Answer A

A regular review of health and safety performance can assist in understanding how health and safety is being managed on site.

References

Health and Safety Inspectorate Publications are available from the website www.gov.je/hsi

HS(g)1	Health and Safety in the Workplace - A General Guide
S.W.1	Guidance on the Construction (Safety Provisions) (Jersey) Regulations 1970
S.W.4	Guidance on the Cranes and Lifting Appliances (Jersey) Regulations 1978
S.W.8	Guidance on the Electricity at Work (Jersey) Regulations 1983
ASB(g)1	Guidance on the Asbestos (Licensing) (Jersey) Regulations 1997
S.W.	Guidance on the Construction (Personal Protective Equipment) (Jersey) Regulations 2002
ACoP 4	The Display Screen Equipment at Work Approved Code of Practice
ACoP 6	The Safe Use of Rider-operated Lift Trucks Approved Code of Practice
RA01	Guidance on Risk Assesment

Jersey Council for Safety and Health at Work Publications

Working safely and avoiding danger from underground services and other utility apparatus

Health and Safety Executive Publications

L64	Safety signs and signals Guidance on the Health and Safety (Safety Signs and Signals) Regulations 1996

Jersey Council for Safety & Health at Work

Cheval de Mer
La Rue du Rondin
St. Mary
Jersey
JE3 3AE

Tel: +44 (0) 1534 499469
Fax: +44 (0) 1534 499471
Web: www.jerseyc-shaw.co.je
E-Mail: annielevoguer@jerseymail.co.uk

Health & Safety Inspectorate

Social Security Department
PO Box 55
Philip Le Feuvre House
La Motte Street
St. Helier
Jersey
JE4 8PE

Tel: +44 (0) 1534 447300
Fax: +44 (0) 1534 873791
Web: www.gov.je/hsi
E-Mail: hsi@gov.je

Economic Development

26-28 Bath Street
St. Helier
Jersey
JE2 4ST

Tel: +44 (0) 1534 448140
Fax: +44 (0) 1534 448170
Web: www.gov.je/economicdevelopment
E-Mail: enterprise@gov.je

JERSEY BUILDING & ALLIED TRADES EMPLOYERS' FEDERATION

PO Box 156 • St. Helier • Jersey • JE4 8RZ
Telephone: +44 (0) 1534 852133